



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting # SC0429N21

DEPUTY COURT ADMINISTRATOR

Opening Date: 4/29/2021

Closing Date: 5/12/2021

Vacancy Exist

Salary: \$58,836.15 – \$69,219 (85%-Midpoint) Pay Grade 18

Recruiting For: **Superior Court of Delaware**

Location: Leonard L. Williams Justice Center, **City of Wilmington** (Please check this location on your application).

Nature and Scope: A class incumbent performs with general direction from and reports to the Superior Court Administrator and is responsible for coordinating the non-judicial activities and operations of the court in New Castle County. An incumbent participates in the Court's strategic planning initiatives and conducts ongoing assessment and analysis of business issues having state-wide impact. Work includes developing and overseeing the implementation of administrative policies and procedures impacting case processing and the provision of security, electronic court reporting and jury management services. In addition, the incumbent will be responsible for interpreting court rules and answering questions from the public. Work also includes overseeing and coordinating court technology initiatives with the other counties, staff training and management, budget administration and special projects and programs as assigned. The incumbent serves as a liaison between the Court and other courts, agencies, the media and the public. Assists in the management of space, equipment, and facility needs of the Court. Identifies space and facility needs and coordinates the development of new space. Compiles and analyzes statistical data as needed. Directs the record management activities of the Court with respect to the creation, retention and disposition of court forms and records materials.

Minimum Qualifications: Please address each item separately on the **Minimum Qualifications page of the application.** Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

1. Six months experience in operations management which includes planning, directing, coordinating, controlling and evaluating operations typically through subordinate supervisors.
2. Three years experience in developing solutions and providing recommendations, guidance and direction to management or officials in accomplishing organizational and operational goals and objectives and identifying and resolving issues.
3. Three years experience in interpreting court rules, regulations, standards, policies, and procedures.
4. Knowledge of developing policies or procedures.

Preferential Qualification: Preference will be given to applicants with a Bachelor in Court Administration or Business Administration.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.

BENEFITS: To learn more about the comprehensive benefit package please visit the web-site at <https://dhr.delaware.gov/benefits/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/>.

Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.superior@delaware.gov (preferred method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
Leonard L. Williams Justice Center
500 N. King Street, Suite 2850
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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