



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

Posting #AOC0702N21

ADMINISTRATIVE OFFICER

Opening Date: July 12, 2021 **Closing Date:** Until filled
Salary: \$ 34,984- \$ 43,605 per year (Minimum - Midpoint) Pay Grade 11*
Recruiting For: **Office of the Public Guardian**
Location: Kent County **(Please check this location on your application)**
Note: This position requires statewide responsibilities and travel.

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: This position provides administrative support to professional and technical personnel in the Office of the Public Guardian. The areas of responsibility include, but are not limited to, general office management, support services, procurement, and budget preparation and tracking.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of 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.” Resumes may not be substituted for the application.

1. Possession of a Bachelor’s Degree or higher in Accounting, Business Administration, Economics, Finance, Business Management, Computer Information Systems, or related field; **OR**
1. Experience in office management and collecting, compiling, evaluating, and analyzing data and information.
2. Experience in creating reports and various documents.
3. Experience in financial analysis which includes compiling, analyzing, and interpreting financial data to ensure effective and efficient accounting of funds or to make projections for financial planning within set policies and procedures.

4. Experience in using standard computer software programs for word processing, spreadsheets, or data bases.
5. Experience in interpreting laws, rules, regulations, standards, policies, and procedures.
6. Possession of a valid driver's license.
7. Ability to communicate courteously and effectively, both verbally and in writing.

Preferred Requirement: Preference will be given to applicants who possess the following:

1. At least one year experience as a paralegal.

Conditions of Employment:

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

Benefits: To learn more about the comprehensive benefit package please visit the website at <https://dhr.delaware.gov/benefits/>

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® 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.aoc@delaware.gov (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:

Administrative Office of the Courts
The Renaissance Centre
405 N. King Street, Suite 507
Wilmington, DE 19801-3700

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.

**The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer**