



DELAWARE JUDICIARY

COURT OF COMMON PLEAS

NON-MERIT POSITION

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

CONTROLLER

POSTING NUMBER: 05212025—CCP/CONTROLLER

Opening Date: May 21, 2025 Closing Date: June 4, 2025

Vacancy Exists

Salary: \$66,489.00 - \$83,111.00 (Minimum to 100% Midpoint) Pay Grade 019

Location: Leonard L. Williams Justice Center, City of Wilmington, 500 North King Street
(Please check this location on your application).

This position requires statewide responsibilities and travel.

Summary of Position:

The Controller reports to the Court Administrator and is responsible for analyzing financial transactions and records, and prepares financial statements and reports, to control and account for funds of the Court of Common Pleas in one or more fiscal function(s) such as accounts payable; accounts receivable; payroll; revenue management; cost or federal fund accounting; grant and/or contract management and procurement; and financial projections and reporting. Work involves applying Generally Accepted Accounting Principles (GAAP) and ensuring compliance of work to applicable laws, rules, regulations, standards, policies, and procedures, as well as providing technical assistance on fiscal matters. Work ranges from performing standardized fiscal activities through to overall administration of the Court of Common Pleas' fiscal operations. The Controller applies accounting principles, practices, and standards to analyze, reconcile, summarize, and report on financial data, and maintain internal controls.

Minimum Education and Experience Requirements:

Applicants must show in the judicial application; education, training and/or experience in each of the following areas. Failure in any one area will result in a rating of “Not Qualified.” (Resume, transcripts, and training certificates should be included as supporting documentation. However, a resume may not be substituted for the application.)

1. Possession of a Bachelor of Arts or Bachelor of Science degree from an accredited college or university.
2. Three years’ experience in analyzing financial problems, developing alternatives, recommending and advising management on solutions.
3. Three years’ experience in analyzing contracting and procurement problems, developing alternatives, recommending and advising management on solutions.
4. One year of experience in budget management and control such as managing a budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenue and maintaining, monitoring, projecting and controlling a budget within set policies and procedures.
5. One year of experience in assembling, analyzing and interpreting financial and accounting data and preparing comprehensive financial reports.
6. One year of experience in contract administration such as overseeing the development and negotiation of contracts and bid specifications; managing bid openings; awarding and executing contracts.
7. Six months' experience in staff supervision which includes planning, assigning, reviewing, and evaluating the work of others.

Conditions of Employment:

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

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

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. **(PREFERRED METHOD)** Send your application as an e-mail attachment with the words “**Controller**” in the subject line to: apps.commonpleas@delaware.gov
2. Fax your application to: (302) 255-2524, Attention: Human Resources
3. Mail your application to:
Court of Common Pleas for the State of Delaware
Leonard L. Williams Justice Center

ATTN: Human Resources
500 N. King Street, Suite 2800
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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