



DELAWARE JUDICIARY COURT OF CHANCERY

Non-Merit Position

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

Posting #AOC1004N19 – Revised Posting 12/04/19

ASSISTANT/SCOPIST (Notereader/Transcriptionist)

Opening Date: November 5, 2019 **Closing Date:** until filled

Salary: \$24,590 - \$30,737 - \$36,884 (Minimum – Midpoint – Maximum)
Pay Grade 6

Recruiting For: Court of Chancery

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

Summary Statement: Employees in this position report to, and perform duties under the supervision of the Chief Court Reporter and serve as the first point of contact for court personnel, the public, attorneys and government agencies for the purpose of preparation and delivery of transcripts. Primary responsibilities include: editing English translation of stenotype notes; proofreading transcripts for spelling, grammatical and typographical errors; properly formatting final transcripts; managing schedules; answering calls; maintaining records; preparing invoices; ordering supplies; and performing other administrative/secretarial tasks as required. Additionally, employees must be able to maintain confidentiality and work as a part of a team. On-the-job training will be provided.

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. Minimum of 5 years of experience as an administrative assistant, secretary or transcriptionist.
2. Experience using standard computer software programs, such as Microsoft Word and Excel, for word processing and updating spreadsheets.
3. Ability to communicate courteously and effectively, both verbally and in writing.
4. Typing speed of at least 60 words per minute.

Preferred Qualifications: (desired but not required)

1. Associate Degree or the equivalent two years of college or vocational school education in court reporting, scopist training or a minimum of 5 years of experience as a scopist or court reporter.
2. Experience with Computer Aided Transcription (CAT) software.

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: Salary plus the potential to share in transcript income. Free parking for Judicial Branch employees. To learn more about the comprehensive benefit package please visit the website at <https://dhr.delaware.gov/benefits/agencies/index.shtml>.

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 must 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
405 N. King Street, Suite 507
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.

**The Delaware Judiciary
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