DELAWARE JUDICIARY

# SUPERIOR COURT OF DELAWARE

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

**Posting #SC1019N20**
**JUDICIAL CASE PROCESSOR I**
****This is a Career Ladder Series****

**Opening Date: 10/19/2020** **Closing Date: 11/2/2020**

**Multiple Vacancies**

**Salary:** $24,590 - $27,663.30 (Minimum-90% Midpoint) Pay Grade 6

**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:** This is the entry level of case processing work learning the legal processes and procedures and performing the full range of processing activities of limited complexity.

** This is a Career Ladder series. Incumbents underfilling as a Judicial Case Processor I will be considered for promotion to the Judicial Case Processor II level after meeting the minimum qualifications and Judiciary's promotional standards.**

**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 document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.
2. Six months experience in record keeping which includes maintaining records, logs, and filing systems.
3. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
4. Ability to communicate clearly and effectively.

**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.

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