



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

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

Posting #AOC0703N16

ADMINISTRATIVE SPECIALIST II

Opening Date: July 20, 2016 **Closing Date:** July 30, 2016
Salary: \$27,458 - \$34,323 per year (Minimum - Midpoint) Pay Grade 8*
Recruiting For: **Administrative Office of the Courts**
Location: City of Wilmington (**Please check this location on your application**)

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

Summary Statement: This is the second level administrative specialist work organizing and coordinating administrative activities in support of a variety of activities of the Administrative Office of the Courts performing support services of a diverse and complex nature.

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. Six months experience in coordinating office activities such as planning/coordinating meetings or conferences; tracking workflow and follow up; composing meeting notes; directing clients/customers; explaining services to the public and customers/clients; establishing or maintaining filing/record systems.
2. Six months experience in data collection which includes collecting, compiling and maintaining data from multiple sources such as files, records, databases, customers, staff, or others.
3. Six months experience in creating reports which includes combining and presenting data from multiple sources in an organized format.
4. Six months experience in using standard computer software programs for word processing, spreadsheets, or databases, with experience in formatting letters.

5. Six months experience in utilizing file and retrieving systems.
6. Six months experience in maintaining office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
7. Ability to communicate courteously and effectively, both verbally and in writing.

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 <http://ben.omb.delaware.gov/>.

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@state.de.us (**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

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**