



DELAWARE JUDICIARY  
ADMINISTRATIVE OFFICE OF THE COURTS

**Non-Merit Position**  
(This position is exempt from the State of Delaware Merit Rules and  
the Judicial Branch Personnel Rules)

**Posting #AOC1102N20**

**STAFF ATTORNEY**

**Opening Date:** November 23, 2020      **Closing Date:** December 7, 2020

**A Vacancy Exists**

**Salary:** \$85,963 - \$114,617 per year (Minimum - Midpoint) Pay Grade A18\*

**Recruiting For:** **Administrative Office of the Courts**

**Location:** City of Wilmington (**Please check this location on your application**)  
Some statewide travel may be required

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

**Summary Statement:** This position works within the Administrative Office of the Courts (AOC) and serves at the pleasure of the State Court Administrator.

**Essential Functions:** Working under the supervision of the Deputy State Court Administrator, this position is responsible for administrative and legal duties as required to support the AOC's mission of providing services in the areas of, but not limited to: human resources, court interpreter program, grant management, legislation, pro se services, and others. Duties include conducting legal research; drafting legal memoranda; providing legal advice to the AOC; serving as staff for internal and external committees; drafting administrative policies, reports, and other documents; drafting RFPs and contracts; and other job related duties as deemed necessary. This position may include supervisory responsibilities. This employee must have excellent verbal and written communication skills.

**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. Graduation from an accredited law school and a minimum of two years of work experience as an attorney. Experience with employment law and contracts is desired, but not required.
2. Membership in good standing with the Delaware State Bar.
3. Excellent research and writing skills.
4. Outstanding analytical and problem solving skills
5. A cover letter, resume, and legal writing sample of at least five pages must be submitted as an attachment to the formal application.

**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 web-site at <http://ben.omb.delaware.gov/programs/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 WORD or PDF format. Applications, with a cover letter, resume, and a legal writing sample of at least five pages 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 – Staff Attorney” in the subject line to: [apps.aoc@delaware.gov](mailto: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 North 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**