

## The People We Need

As a statewide agency, the Judicial Department depends on diverse skill sets to meet the state's court system needs. Courthouse and court support positions include:

- Assistant and deputy clerks of court: process, control and maintain documentation of court cases
- Victim and witness legal assistants: support prosecutors by providing administrative support, assisting victims and citizens with court procedures, and processing and preparing documents
- Court support personnel: support judges by tracking cases, preparing court calendars, and responding to public inquiries
- Assistant district attorneys: prosecute all classes of criminal cases
- Magistrates: adjudicate legal matters involving small claims (less than \$5,000) and conduct preliminary matters in criminal case such as setting bail
- Computer technologists: Develop and support innovative technical solutions to meet court workload

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NORTH CAROLINA  
ADMINISTRATIVE OFFICE  
*of the* COURTS

*An administrative services provider for the North Carolina judicial community to help our unified court system operate more efficiently and effectively*

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## Start a Career

With the North Carolina  
Judicial Department

## The Mission of the Judicial Department

To protect and preserve the rights and liberties of all the people, as guaranteed by the Constitutions and laws of the United States and North Carolina by providing a fair, independent, and accessible forum for the just, timely, and economical resolution of their legal affairs

## A Few Facts

- We are a co-equal and separate branch of state government with the legislative and executive branches
- We operate North Carolina's court system, called the General Court of Justice, which includes the appellate division, the superior court division, and the district court division
- We have approximately 6,500 employees who manage three million legal cases a year
- We have employees supporting court functions in every county in North Carolina

## Getting Started

Visit our website to view career opportunities and to submit your application. Also, sign up to have job announcements emailed to you.

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## The Benefits of Employment

- The opportunity to serve the citizens of North Carolina
- Competitive pay
- Predictable work schedule
- Great working conditions
- Three **health insurance** plans to choose from, one at no cost to the employee
- Defined benefit **pension plan** with full vesting after required years of service
- Opportunity to augment state retirement savings with **defined contribution plans** – 401K and 457
- Between 14 and 26 days of paid **vacation leave** per year
- 12 paid **holidays**
- 12 days paid **sick leave** per year, accumulates indefinitely
- Three days **community service leave** per year
- **Employee Assistance Program** provides cost-free mental health, legal, and financial services
- Short- and long-term **disability plans**
- **Longevity Pay** for employees who provide long-term service to the state



## Additional Benefits

- **Life insurance** death benefit of 12 months pay after one year of service – not less than \$25K nor more than \$50K after one year of service
- A variety of pre-tax **flexible benefits programs** including:
  - Dental plan
  - Vision care plan
  - Critical illness plan
  - Cancer insurance
  - Accidental death insurance
  - Term life insurance
  - Health and dependent care Flexible Spending Accounts
- **Wellness program** to enhance employee health and well being
- Banking services with the **State Employees' Credit Union** open to full-time and part-time employees, spouses, and dependent children