

Maryland Judiciary Job Description

	Official Title	Lead Records Assistant
	Job Code	2073
	Business Title	Lead Records Assistant
	FLSA Status	Non-Exempt
	Pay Grade	J03

POSITION SUMMARY

This position performs complex and non-routine work of the Records & Reproduction office. Performs clerical work, including maintaining, retrieving, and copying of court related documents and records. Responsible for distributing and monitoring work to Records Clerks and provides training to new employees.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Picks up files from various departments, scans files into court filing system, pulls files within the courthouse and offsite and delivers to departments
- Assists customers at the front counter, answers questions, pulls files, makes copies and collects fees
- Receives and picks up exhibits and transcripts from different departments, makes docket entry in computer systems and files in correct location
- Pulls closed case exhibits from storage, determines need for destruction and makes docket entry in computer system
- Picks up, unloads, sorts, and delivers mail and delivers outgoing mail to the post office
- Delivers court deposits and security tapes to banks
- Provides training and leadership to employees in the mail, copy and file rooms
- Distributes and monitors work, as needed
- Establishes and maintains effective working relationships within the department, governmental agencies, and the general public
- Makes recommendations concerning improved operating procedures, updates manuals, and provides input as to performance evaluations and disciplinary actions
- Performs related work as required

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MINIMUM QUALIFICATIONS

Education and Experience

- A high school diploma (or GED equivalent)
- One year of work experience.

Licenses, Registration, and Certifications

- Possession of (or ability to obtain within 1 month of hire) a standard driver license

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Job related terminology, codes, comments, notations, orders, policies, procedures, rules, regulations and laws
- General office practices and procedures
- Public access rules
- Personal computers
- Office equipment, including copier, fax machines, scanner, telephones, etc.
- Alpha and numeric filing system
- Applicable Court forms
- Department locations within the building for delivery purposes
- Research techniques

Skill in:

- Performing a variety of duties, often changing from one task to another of a different nature
- Organization and time management
- Interpersonal relations
- Basic math
- Proofreading
- Customer service

Ability to:

- Ability to meet schedules and deadlines of the work
- Ability to follow oral and written instructions
- Ability to solve practical problems and handle sensitive or difficult situations
- Ability to communicate effectively with co-workers, judges, court staff, the public, and other court agencies
- Ability to articulate directions, instructions and information
- Ability to read and apply laws, procedures, and regulations
- Ability to define problems, collect and record data to establish facts

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- Ability to apply independent judgment in making decisions and solving problems
- Ability to provide coverage in the Unit where there is a shortage of staff
- Ability to maintain and use a detailed filing system
- Ability to operate a cash register

SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves *light physical demands*, such as exerting up to 20 lbs. of force frequently, to move objects and files. Periods of standing, bending and sitting for periods of time.

WORKING CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works in an office or similar indoor environment. Employees sometimes encounter individuals with known criminal or mental health backgrounds.

Maryland Judiciary is an Equal Opportunity Employer.

Date created:	July 2016
Dates revised:	