MARYLAND JUDICIARY

OFFICE CLERK TRAINEE, I, II

Trainee	**Code 1000**	**Grade J2**
Level I	**Code 1002**	**Grade J3**
Level II	**Code 1004**	**Grade J4**

I. NATURE OF WORK:

This is general clerical work in the Judiciary. Employees in these classifications perform a variety of clerical tasks such as filing, duplicating, stripping and microfilming records; processing public requests for forms, transcripts and records; batching, sorting, totaling, recording and reporting on transactions; entering and retrieving data; duplicating / scanning transcripts of court proceedings; responding to public requests for information; opening, sorting and distributing mail and responding to inquiries via mail, phone, fax and in person.

The Office Clerk Trainee, I and II are differentiated on the basis of the degree of supervisory control over the employees and the complexity of duties performed. An Office Clerk Trainee performs duties under close supervision. An Office Clerk I performs duties under moderate supervision. An Office Clerk II performs the full range of duties under general supervision.

II. MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: None (Trainee level), six months (I level), one year (II level) general clerical experience.

III. EXAMPLES OF WORK: (Examples are illustrative only)

Batches citations and ensures all necessary documents are complete and accurate in accordance with established court / office procedures;

Responds to questions from the public via telephone or in person concerning court procedures, court dates and locations, fines, payments, etc.;

Researches records and determines the cause of errors in citations, fine amounts, court dates, etc. and processes corrections;

Files documents and case files; microfilms / scans records; copies case files for citizens and attorneys; and transfers, archives, retrieves, strips and destroys files;

Receives, enters, and accounts for monies received;

Opens, sorts, and delivers mail within and between court facilities / courts and operates a postage meter;

Sorts and files various documents and materials according to an established file classification system;

Duplicates and prepares certified and true test copies of original courtroom recordings for court personnel, attorneys and the general public;

Prepares case files and ensures all necessary documents are complete and accurate in accordance with established court procedures;

Enters new cases and updates existing case information into the court's data systems;

Performs other duties as required.

IV. PHYSICAL DEMANDS:

Work involves occasional walking, standing, bending and carrying items under 25 pounds, such as books, files and papers.

V. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of basic English and arithmetic;

Knowledge of alpha and numerical filing systems;

Ability to sort, process, verify, proofread and file miscellaneous reports and documents;

Ability to operate various types of office and recording equipment and perform routine functions on a personal computer or terminal;

Ability to communicate effectively with the public and Court personnel and provide information in a polite and efficient manner both in person and on the telephone;

Ability to maintain and use detailed filing systems.

VI. LICENSES, REGISTRATIONS, AND CERTIFICATES:

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties may be required to possess a motor vehicle operator's license valid in the State of Maryland.

APPROVED: _____ _____

Executive Director Date
Maryland Judiciary Human Resources Department

Class specifications are broad descriptions covering groups of positions.
Individual position descriptions specifically address the work of each position.

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