



Job Announcement

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Opening Date:	October 30, 2009	Closing Date:	November 13, 2009
Job Title:	Administrative Assistant II	Position Type:	Regular Full Time
PIN:	074733	FLSA Status:	Non-Exempt
Location:	District 10, Howard County Ellicott City, Maryland	Grade/Entry Salary:	J07 \$30,033 - \$35,627 (Depending upon Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: This is secretarial work providing support to the Administrative Clerk of District 10, Howard and Carroll Counties. Provides coverage in the absence of the Administrative Assistant III, and assists in the Clerk's office when directed. Transcribes materials of a legal, confidential, and technical nature for the Administrative Clerk and Judges. Composes and signs correspondence, often without direct supervision and prepares correspondence for signatures requiring familiarity and accuracy of legal terms, knowledge of court functions, policies, and procedures. Receives telephone calls and visitors; arranges for meetings, appointments, and interviews for the Administrative Clerk. Screens calls and correspondence for referrals to other departments or agencies. Maintains filing system for all correspondence and court related information. Acts as initial court contact with attorneys, legislators, law enforcement agencies, reporters and other court officials as well as the general public. Maintains office supplies including preparing requisitions and verifying purchase orders.

Education: High School Diploma or GED.

Experience: Two years of experience providing secretarial, clerical or administrative work involving the use of a personal computer and word processing software.

Note: Associate's Degree may be substituted for the required experience, and completion of a legal secretarial or related program from an accredited business school or school of technology may be substituted for one year of the required experience.

Skills/Abilities: Knowledge of general office practices, office equipment, and business English. Knowledge of formats for legal documents and procedures. Ability to take dictation or transcribe from recording equipment. Ability to handle multiple tasks at a hectic pace. Ability to plan, organize and prioritize work assignments. Ability to communicate effectively with high ranking officials, attorneys, etc. Ability to compile information and statistics, and prepare reports. Ability to explain and interpret office regulations, court policies and procedures. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.