



Job Announcement

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Notification to all Candidates: Employees at this location are required to pay for their own parking.

Opening Date:	October 30, 2009	Closing Date:	November 13, 2009
Job Title:	Office Clerk I/II	Position Type:	Full Time
PIN:	085638	FLSA Status:	Non-Exempt
Location:	District 8, Baltimore County Towson, Maryland	Grade/ Entry Salary:	Level I - J03 \$23,656 - \$27,924 Level II - J04 \$25,092 - \$29,659
Financial Disclosure:	No		(Depending on Qualifications)

Essential Functions: Performs 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; responding to public requests for information; opening, sorting and distributing mail and responding to inquiries via mail, phone, fax, and in person. Batches citations and ensures all necessary documents are complete and accurate in accordance with established court procedures. Researches records and determines the cause of errors in citations, fine amounts, court dates, etc. and processes corrections. Receives, enters, and accounts for monies received by the District Court for fines. Enters new cases and updates existing case information into the District Court's traffic data system.

Education: High School Diploma or GED.

Experience: Office Clerk I – Minimum of six months of clerical experience.
Office Clerk II – Minimum of one year of clerical experience.

Skills/Abilities: Ability to file using alpha and numeric filing systems and 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 person and on the telephone. Ability to understand and follow instructions. Ability to perform all essential functions of this 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 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. Employees must be United States citizens or eligible to work in the United States.