



Job Announcement

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Opening Date:	October 30, 2009	Closing Date:	November 6, 2009
Job Title:	Criminal Assistant	Position Type:	Temporary Full Time
PIN:	807004	FLSA Status:	Non-Exempt
Location:	Circuit Court for Cecil County Elkton, Maryland	Grade/Entry Salary:	\$13.56 per hour (no state benefits)
		Financial Disclosure:	No

Regular State employees subject to promotion/demotion policy

Essential Functions: Prepares new criminal and criminal appeal case files by reviewing pleadings, indictments or other relevant information, typing initial docket entry and establishing and maintaining case file folder for the documents using a computer keyboard. Processes checks and cash in payment of costs. Assists the public and attorneys by providing information about the status of cases or Clerk's Office procedures, both at the counter and by telephone. Prepares criminal summonses and other writs for mailing by typing proper forms and envelopes. Performs all other essential functions of the criminal assistant position.

Education: High School Diploma or GED.

Experience: Minimum of one year of related experience.

Preferred: Previous court or legal experience.

Skills/Abilities: Ability to communicate in an effectively and to articulate directions, instructions and information to attorneys, court staff and to the public. Ability to learn and apply relevant job-related procedures and terminology in order to define problems; collect data, establish facts, and draw valid conclusions; interpret comments and notations and record essential information. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data input test, each test not to exceed 5 minutes. Ability to perform all the 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 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

ATTN: William L. Brueckman, Clerk of Court
Circuit Court for Cecil County
129 East Main St., Room 108
Elkton, MD 21921-5971

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.