



Job Announcement

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Opening Date:	October 30, 2009	Closing Date:	November 13, 2009
Job Title:	Administrative Assistant III	Position Type:	Temporary Full Time
PIN:	826001	FLSA Status:	Non-Exempt
Location:	Administrative Office of the Courts Judiciary Education and Conference Center Annapolis, Maryland	Salary:	\$15.30 per hour (No State Benefits)

Essential Functions: Serves as receptionist for the Judiciary Education and Conference Center by answering the phone, greeting and directing visitors, and handling the scheduling/reservations for events at the Center. Assists the Facility Specialist in preparing and setting up rooms for training sessions and meetings, which may include handling AV equipment. Meets caterer and sets up lunch areas. Sorts incoming mail; makes copies of materials; maintains records, schedules, and office supplies. Schedules and maintains lists of hotel reservations for attendees at trainings/meetings at the Judiciary Education and Conference Center. Provides backup administrative/secretarial support to the Administrative Services Unit. May provide support to Drug Treatment Court Commission and Professional Development Unit, if needed. Some physical work is involved.

Education: High School Diploma or GED.

Experience: Three years of experience in administrative work involving the use of a personal computer and word processing software.

Note: Associate's Degree in Office Technology may be substituted for two years of the required experience, and completion of a legal secretarial or related program may be substituted for one year of the required experience.

Skills/Abilities: Knowledge of office practices, procedures and equipment. Ability to use personal computers for word processing as well as other various software programs (WordPerfect, Access). Knowledge of basic audio visual equipment. Excellent organizational, communication, interpersonal, and diplomacy skills. Ability to demonstrate flexibility. Ability to prioritize and manage multiple assignments. Ability to maintain confidential information. Ability to compose effective correspondence on routine and non-routine materials following general instructions. Ability to exercise good judgment, courtesy and tact in giving and obtaining information. Ability to prepare accurate reports from various information. Ability to work independently on secretarial tasks or routine administrative tasks. Ability to work both independently and as a member of a team. Ability to lift/carry up to 50 pounds. Ability to operate a personal computer and type 40 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(s), each test not to exceed 5 minutes. 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.