



RE-POST

Previous applicants will be considered and need not re-apply

Opening Date:	February 9, 2012	Closing Date:	February 23, 2012
Job Title:	Contractual District Court Clerk I/II Civil/Criminal/Traffic	Position Type:	Contractual Full Time
PIN:	CN09301	FLSA Status:	Non-Exempt
Location:	District 9, Harford County Bel Air, Maryland	Grade/Entry Salary:	Level I - J05 \$12.93 - \$15.30 per hour Level II - J06 \$13.72 - \$16.26 per hour
Financial Disclosure:	No		(Depending on Qualifications)

Essential functions: Work involves specialized clerical work involving civil, criminal and traffic court proceedings. Indexes and processes new civil suits, reissues and garnishments. Enters information, creates files and sets trial dates for civil, criminal, municipal and natural resource citations. Processes criminal and traffic modifications as well as expungement requests. Verifies hearing and trial requests for traffic citations. Enters new cases and updates existing case information in computer. Assists the public, law enforcement officers, attorneys and various court representatives with inquiries in person, in writing and on telephone. Responds to inquiries regarding the proper completion of various court related forms and provides information regarding court policies and procedures. Serves as backup to main cashier. Strips criminal and traffic folders and prepares for storage as well as destruction according to District Court guidelines. Performs other duties as assigned.

Education: High school diploma or GED.

Experience: Level I - Two years of general clerical work experience.
Level II - experience above, plus one year of Court experience.

Preferred: Proficiency in typing, data entry or word processing. Previous relevant court or legal experience.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Knowledge of office practices, procedures and equipment. Ability to operate a personal computer, cash register, calculator, copier and facsimile. Ability to communicate effectively with the public, law enforcement, attorneys as well as court personnel and to provide information both in person, in writing and on the telephone. Ability to maintain and use detailed filing systems. Ability to exercise tact and understanding in stressful situations. Ability to multi-task and prioritize. Strong organizational skills. Ability to interpret and follow complex directions, comments and notations. Ability to learn court specific software applications. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position location, title and PIN. Materials must be received within the office of the Human Resources Department by 4:30 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. Employees must be United States citizens or eligible to work in the United States.