

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

Personnel Class Specification

ADMINISTRATIVE ASSISTANT III – Administration

DEFINITION OF CLASS

This position involves highly responsible confidential administrative work providing general assistance to the Court Administrator and Assistant Court Administrator requiring a broad knowledge of the Circuit Court's and County Government's programs and operations.

Employee is expected to have a thorough knowledge of Court organization, office practices, and make independent decisions in dealing with the public and employees. Information obtained in the course of the performance of these duties is confidential or private in nature. The employee's work directly impacts the effectiveness and efficiency of the operation of the Circuit Court.

The employee in this position must recognize that visitors to the Court may be under significant stress and ensure that they are treated with dignity and discretion as they obtain court-ordered services. This position reports directly to the Court Administrator and Assistant Court Administrator and is ultimately responsible to the Administrative Judge.

Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that the employee or the Court may terminate the employment relationship at any time, with or without cause. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents, including Montgomery County Personnel Regulations.

EXAMPLES OF ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Serve as liaison between the Court Administrator and Assistant Court Administrator, and department heads, elected officials, court personnel and the public and ensures that highly confidential, complex, and sensitive matters are attended to.

- Provide administrative support in one or more of the following areas as assigned: budget preparation; personnel administration (e.g., recruitment/placement, classification studies, grievances, promotions, terminations and training); and special projects including analysis of data and report writing.
- Liaison with the County Government's Office of Human Resources in order to administer personnel matters, including processing new appointments; updates for salary increases/increments, and terminations in coordination with the guidelines of the Employee Services Personnel Manual.
- Maintain employee database with all employment and personal information and provide updated reports to the Court Administrator and Assistant Court Administrator, when requested, i.e. Employee Increment Report, Parking Report, COOP updates, etc.
- Assist in advertising employment vacancies, scheduling interviews and compose correspondence related thereto.
- Review timecards in MCTime and submit for final approval. Train and provide continual guidance to managers and supervisors on the proper completion of timecards.
- Process leave requests of Family Magistrates and maintain the Leave Calendar Tracking Application database.
- Coordinate and process invoices through the County Government's eBusiness system. Prepare and coordinate petty cash vouchers and purchase orders to be submitted to Accounts Payable for payment.
- Post all debts/credits to appropriate accounts and reconcile with County records and provide and up-to-date budget report on a weekly basis to the Court Administrator and Assistant Court Administrator.
- Maintain and update numerous calendars associated with Administration.
- Respond to incoming requests for assistance in the areas of fiscal administration, human resources, facilities, and court administration.
- Compose correspondence based upon independent research and compilation of data from files, records and various databases in response to inquiries.
- Receive, investigate and answer complaints and inquiries from court personnel and the public on a broad range of matters including Court functions, status of operations and existing policies, but consults the supervisors when unusual situations arise to both seek guidance and to alert the supervisors to the situation.
- Formulate, affect, interpret and/or implement Circuit Court polices or operating practices

- Perform work that affects business operations of the Circuit Court to a substantial degree and has authority to waive or deviate from established policies or procedures without prior approval when necessary.
- Establish and maintain various complex, sensitive, and confidential files and records for the Administrative Office of the Circuit Court, which involve departmental issues, employee issues and other matters.
- Independently establish work priorities and coordinate them to meet deadlines for assignments provided by the Court Administrator and Assistant Court Administrator in accordance with established policies.
- Maintain and purchase general office supplies and furniture for all county court employees adhering to the County Government's procurement regulations.
- Prepare various county forms (print shop requisitions, mail services, etc.) for miscellaneous office requests when necessary.
- Other administrative duties include: coordinate/schedule meetings for various committees, agencies, court staff, and compose and disburse correspondence related thereto; coordinate and maintain employees' parking assignments with various County agencies; access HP, research and analyze court file docket entries when necessary.
- Provide administrative support to active judges, retired judges and other departments when necessary.
- Attend and participate in meetings to discuss various court-related issues including, but not limited to, procedural and policy changes and employee issues.

This job description reflects management's assignment of essential functions. It does not prescribe or restrict additional various diversified tasks and assignments that may be required by the Court Administrator, Assistant Court Administrator, and/or Judicial Officers.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work the full-time standard Court work schedule of 8:00 a.m. to 5:00 p.m. (Monday through Friday) with flexibility to accommodate any necessary early or late meetings.
- Maintain a regular, punctual and reliable level of attendance.
- Ability to work independently and have high level interpersonal skills to handle sensitive and confidential situations.

- Ability to communicate effectively, orally and written, and exercise a high degree of judgment, tact, diplomacy and competence in dealing with judges, magistrates, attorneys, court personnel and the public.
- Extensive knowledge of organization, office practices, and operations of the Circuit Court and County Government.
- Ability to establish and maintain effective working relationships with the judges, magistrates, attorneys, court personnel, and other government departments/agencies and to deal with public relations problems and complaints with sensitivity and tact.
- Ability to maintain highly complex and confidential office records.
- Ability to make decisions based on experience, good judgment, and established policies and procedures.
- Ability to pay attention to detail in composing, typing and proofing materials; set priorities and simultaneously process multiple duties and responsibilities.
- Knowledge of and ability to apply fundamentals of business English, spelling, grammar, punctuation, standard office practices and procedures.
- Excellent telephone manner and experience dealing with the public.
- Ability to lift and transport stacks of court files to perform the essential functions of this position.
- Ability to develop and maintain collaborative and professional working relationships with court personnel and the public.

MINIMUM QUALIFICATIONS

- B.S. or B.A. degree from an accredited university with three years of legal experience; or a degree; or certificate in paralegal studies from an accredited institution with five years of legal secretarial experience.
- Five years experience working in a customer service environment.
- Understanding and knowledge of: basic accounting, processes for billing, and ability to use effective reasoning techniques.
- Professional, organized, detail-oriented and self-motivated.
- Three to five years prior office experience supporting an executive environment is required.

- Must be proficient with Microsoft Office and be able to use Word, Excel and Access.
- Superior writing skills and command of English. Excellent oral communication skills and an even temperament are high priority considerations for this position.
- Excellent organizational skills and customer service are of the highest priority as well as competence and temperament to communicate with the legal community, in-house court personnel and the general public in a fast paced environment.
- An equivalent combination of education and experience may be substituted with seven years of court and/or legal experience.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

How to apply for employment opportunities in the Administrative Office of the Circuit Court:

1. Please open the [Online Employment Application PDF](#). **Mac users MUST use Adobe to complete the application. The Mac "Preview" application will not transmit your information to us.** The application form requires you to have Adobe Reader version 8 or higher. Go to <http://get.adobe.com/reader/> to download the latest Adobe Reader version.
2. A button marked "Highlight Fields" will be above and to the right of the Application form. Click the button to show fields that can be typed in.
3. Complete all applicable fields by typing or clicking into each one.
4. On the last page of the Application there are two buttons. The **Print** button will allow you to print a copy for yourself. The Save As button will allow you to save the completed application to your computer.
5. Please send an email with the following attachments to adminhr@mcccourt.com: completed application, cover letter, resume, and a writing sample.