

Class Code: 007429
Grade: 18 (Non-Exempt)
Salary: \$44,530-73,434
Closing Date: May 13, 2016

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

Personnel Class Specification

ADMINISTRATIVE AIDE/RECEPTIONIST FOR THE RETIRED JUDGES

DEFINITION OF CLASS

The Administrative Aide/Receptionist performs a wide variety of clerical and administrative activities in support of the Retired Judges. The employee in this position is expected to have a thorough knowledge of Court organization, office practices, and be able to make independent decisions in dealing with the public and employees.

Information obtained in the course of the performance of these duties may be confidential or private in nature. 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.

The Retired Judges handle Criminal Resolution Conferences, Track 3 Civil Settlement Conferences, Post-Judgment Family Settlement Conferences, Mediations, Alternative Dispute Resolutions, and Arbitrations. The Administrative Aide/Receptionist will assist them in their courtroom proceedings and with completing Probation/Supervision Orders, processing Pre-Sentence Investigation requests and Sentencing Guidelines Worksheets, and clearing hearing dates. Additionally, the Administrative Aide/Receptionist provides clerical support to the Retired Judges in the office and, upon review and approval, prepares and types orders, memorandums, and correspondence. He or she will report to the Assistant Court Administrator but be ultimately responsible to the Court Administrator.

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.

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EXAMPLES OF ESSENTIAL FUNCTIONS

To be successful, the employee in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. This job description reflects management's assignment of essential functions. It is not an exhaustive list of responsibilities and does not prescribe or restrict additional various diversified tasks and assignments that may be required by the Court Administrator or Administrative Judge.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Serve as liaison between the Retired Judges, law clerks, other court personnel, and the public.
- Ensure that highly confidential, complex, and sensitive matters are attended to expeditiously and with discretion.
- Provide prompt, efficient, and courteous service to the Retired Judges, other court personnel, and the public by telephone and via face-to-face discussions to effectively move cases being handled by the Retired Judges.
- Prepare the Retired Judges' dockets and coordinate with the Assignment Office to keep a shared calendar for them.
- Provide courtroom assistance to the Retired Judges handling the Criminal Resolution Conference docket, clearing hearing dates and completing appropriate paperwork, such as probation contracts, pre-sentence investigation orders, and sentencing guideline worksheets.
- Follow up with assistant state attorneys to ensure all sentencing guidelines worksheets are initiated in the Maryland Automated Guidelines System (MAGS) within 48 hours of the imposition of a sentence, and submit the completed guidelines worksheets to the MAGS database.
- Provide courtroom assistance to the Retired Judges handling the weekly Civil Settlement Conference docket, keeping track of the settlement outcome and entering the outcome information into the Civil Settlement Conference Access database.
- Receive, review, and distribute incoming mail to the Retired Judges, attaching memorandums as appropriate and verifying actions that need to be taken.
- Review files coming to the Retired Judges from the Assignment and Clerk's Offices for accuracy, and prepare summary notes to the assigned judge with the appropriate attachments.

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- Process electronically filed Violation of Probation (VOP) petitions promptly, and upon review and approval, issue a warrant or summons.
- Prepare standardized and/or pre-formatted memoranda, letters, reports, forms, and other office documents.
- Schedule telephone conference calls, meetings, hearings, trials, etc. Contact attorneys to ascertain status of court cases and/or orders.
- Compose correspondence in response to inquiries based upon independent research and compilation of data from files, records, and various databases.
- Scan bar codes to track incoming and outgoing court files; transport court files from one department to another within the Circuit Court.
- Conduct limited research of varied subject matters at the direction of the Retired Judges.

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.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop and maintain collaborative and professional working relationships.
- Exercise a high degree of judgment, tact, diplomacy, and competence in dealing with judges, attorneys, law clerks, other court personnel, and the public.
- Knowledge of office administration procedures.
- Ability to set priorities and simultaneously process multiple tasks.
- Ability to plan and coordinate with other employees representing a wide range of technical and other occupational skills.
- Ability to make decisions based on experience and established policies and procedures.
- Ability to pay attention to detail in composing and proofing materials.

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- Excellent telephone manner and experience dealing with the public.
- Ability to handle stress and maintain a professional demeanor when dealing with court personnel and the public at all times.
- Ability to lift and carry stacks of court files, and transport court files from one department to another within the Court.
- Conversational Spanish desirable but not required

MINIMUM QUALIFICATIONS

- B.S. or B.A. degree in public or court administration from an accredited university or a paralegal degree from an accredited institution with minimum of three years of legal administration experience.
- 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.
- Superior writing skills and command of the English language is essential.
- Advanced knowledge of Microsoft Office applications, including at a minimum, Microsoft Word and Excel. Microsoft Access experience preferred.
- An equivalent combination of education and experience may be substituted with seven years of court experience.

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.