

CIRCUIT COURT FOR BALTIMORE CITY-JUVENILE DIVISION

COMMUNITY AIDE ASSISTANT

Juvenile Court Services is seeking a full-time temporary Community Aide Assistant to work under the direction of the Juvenile Court Services Coordinator. Duties will include managing multiple task, recording fiscal documents, responding to incoming inquiries and correspondence for specialized programs and services, updating data and case files, filing and maintaining records.

EDUCATION

Candidate must have a minimum of a high school diploma or equivalent. Some college experience is helpful.

QUALIFICATIONS

A minimum of 2 years of experience providing clerical/secretarial work in a professional work environment. Candidate must possess a professional appearance, general office practice skills, highly organized, detail oriented, flexible and have good written, verbal, and computer skills.

COMPENSATION

Salary is \$14.97 per hour with no benefits.

Please forward cover letter and resume no later than Friday, October 14, 2016.

Attention: Tonia Johnson
Juvenile Court Services Coordinator
Circuit Court for Baltimore City
300 N. Gay Street-Room 3900
Baltimore, Maryland 21202

443-263-2741 (Office)
443-263-2717 (Fax)

The Circuit Court for Baltimore City is an Equal Opportunity Employer.

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 anytime, 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 Baltimore City Personnel Compensation policies.

The Circuit Court is committed to maintaining an Alcohol & Drug Free Work Environment. If selected for the announced position, the applicant will be subject to an Alcohol & Drug screening as a condition of employment.