

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: File Clerk

GRADE: G-8 (General Clerk II)

ANNUAL SALARY: \$24,518

LOCATION: Family Division, Circuit Court for Prince George's County, Upper Marlboro, Maryland

TYPICAL DUTIES: The incumbent under the supervision of the Associate Director of Magistrates' Support Staff is responsible for locating all files for daily Family Division courtroom assignments scheduled before a Circuit Court Judge or Magistrate. The incumbent is also responsible for moving files and other court materials between various offices located within the Prince George's County Courthouse and the Circuit Court Judiciary Administrative Services Building. The incumbent will also be required to perform other clerical duties including data entry, placement of mail in court jackets, statistical counting, disk reproduction from hearings, photocopying, filing, answering phones, and other clerical duties as required.

MINIMUM QUALIFICATION REQUIREMENTS

Have a High School/GED Diploma and 6 months experience performing routine clerical assignments. Must be able to lift sixty (60) pounds, push file carts, and walk extensively. Have knowledge and understanding of applicable computerized information systems including Microsoft Windows. Must be able to work independently and act professionally with judges, public officials, professional personnel, and court-related agencies. Ability to speak Spanish a plus. Applicants are subject to a background check. A completed Circuit Court for Prince George's County Employment Application must be submitted for this announcement. Applications are available at the address below or under the judicial section on the Prince George's County's Website: <http://princegeorgescourts.org/jobs.aspx>

CLOSING DATE: Open Until Filled.

APPLY TO: Director of Human Resources
Court Administrative Office
Room M2407, Court House
Upper Marlboro, MD 20772
FAX (301) 952-4447
E-Mail: Humanresources@co.pg.md.us

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

The Circuit Court for Prince George's County is an Equal Opportunity Employer committed to diversity in the workplace. This Court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability. Reasonable accommodation upon request.