

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Judicial Substitute Secretary (1000 HOURS A YEAR POSITION)

MINIMUM TWO DAYS A WEEK BUT MUST BE FLEXIBLE ENOUGH TO BE AVAILABLE IF NEEDED THE REMAINDER OF THE WEEK

GRADE: G-19 (Administrative Aide IV)

ANNUAL SALARY: \$20.16 Per Hour

LOCATION: Judge's Chambers, Court Administrative Office and other departments with the Circuit Court, Upper Marlboro, Maryland

TYPICAL DUTIES: The incumbent provides executive administrative and secretarial support to Circuit Court Judges, Court Administration and other offices with the Circuit Court. Works under the general supervision of the Judges and the Office Manager of the Court Administration and handles daily, routine office duties. Types opinions, letters, memoranda, orders, writs, waivers, narrative reports, and similar or related materials from notes, dictation and/or rough drafts as required. Drafts and types routine correspondence and answers inquiries from the public and court-related agencies. Reviews court cases as to form, procedures, rules of court and works in conjunction with the Office of Calendar Management in setting these cases. Contacts all parties to insure timely filing of proper pleadings to carry the cases forward to final disposition. Receives and reviews all incoming correspondence and makes decisions as to which matters require the Judge's sole determination. Edits opinions, checking for substantive accuracy. Performs other office duties as requested by the Judge or Court Administrator or by his/her designee. When not assigned to a Judge's chambers, the incumbent reports to the Office Manager of Court Administration and performs general, administrative, and clerical duties as assigned. Also, the incumbent may be called to assist in other departments within the Circuit Court.

MINIMUM QUALIFICATION REQUIREMENTS

Have an Associate's Degree in Business Administration or Secretarial Science and three (3) years of senior level secretarial/administrative experience working with the public, office management and operational detail or an equivalent combination of five (5) years education and experience, preferably in the court system, county government or law firm. Have working knowledge of modern office practices and procedures. Knowledge of Microsoft Windows is required. Ability to perform at a high degree of independence and discretion. Possess excellent oral and written communication, interpersonal, and organizational skills. Ability to perform and to prioritize multiple tasks. Ability to establish and maintain effective working relationships and use professionalism, tact, diplomacy and competency in dealing with Judges, attorneys, court and professional personnel, public officials, co-workers, colleagues and the public. Have knowledge of court operations and functions as well as other state and county agencies. Ability to speak Spanish is a plus. A completed Circuit Court for Prince George's County employment application must be submitted for this announcement. **Must pass a keyboard test and a brief composition exercise.** Applications are available at the address below.

CLOSING DATE: Applications must be received by 5:00 p.m. Eastern Standard Time (EST) on **December 18, 2015.**

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.

**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.