

# **JOB ANNOUNCEMENT**

## **CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY**

**POSITION TITLE:** Procurement/Accounts Clerk

**CLASS TITLE:** Administrative Assistant I

**GRADE:** G-18

**ANNUAL SALARY:** \$39,939 - \$62,762 (Negotiable, based on education and work experience)

**LOCATION:** Family Division and Court Administrative Office, Circuit Court for Prince George's County, Upper Marlboro, MD

**TYPICAL DUTIES:** The incumbent under the supervision of the Fiscal Manager is responsible for the collection/payment/refund of court fees and ordering of the office equipment and supplies. Maintains general and subsidiary financial records by posting entries, making/adjusting journal by balancing against other records and preparing reports utilizing automated systems. Verifies data, posts account information, research/resolve discrepancies, collects checks/cash payment for various fees associate with court related services and performs daily reconciliation of collections. Maintains and communicates with the Central Collection Unit on processing outstanding fees accessed by the Circuit Court. Orders office supplies/items requested for the Judges' Chambers and other offices within the Circuit Court. Maintains inventory of supplies. Works with automated information systems, and obtains and organizes data effectively. Performs other tasks and duties that may not be specifically listed in the class specification but are within the general occupational category.

### **MINIMUM QUALIFICATION REQUIREMENTS**

Applicants must have an Associate's Degree in Accounting, Business Administration or Public Administration plus and two (2) years of experience performing accounting, bookkeeping or financial functions with data processing applications or an equivalent combination of related education, training and experience. Have a working knowledge of modern computerized or manual inventory systems, business mathematics, accounting and spreadsheets. Have excellent record keeping skills and ability to interact professionally with court, public officials, and colleagues. Possess excellent communication skills. Ability to speak Spanish is a plus. Applicants are subject to background check. A 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:** Applications must be received by 5:00 p.m. EST on Friday, August 26, 2016.

**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](mailto: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.**