Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	October 22, 2015	**Closing Date:**	October 29, 2015
Job Title:	Recordation Clerk I/II	**Position Type:**	Regular Full Time
PIN:	059702	**FLSA Status:**	Non – Exempt
Location:	Circuit Court for St. Mary's County Leonardtown, Maryland	**Grade/Salary:**	Level I - J5 $28,973 - $34,289 Level II - J6 $30,761 - $36,447

Essential Functions: Receives and reviews documents for recordability. Figures, collects correct fees, records, scans, indexes and verifies each document. Receives, reviews, records, indexes and verifies other documents such as plats, homeowner records, etc. Assists the public with research, questions or other needs. Issues marriage licenses and prepares civil ceremony forms. Issues business licenses and assists customers with needs relating to their business licenses. Issues notary commissions and administering oaths when required.

Education: High School diploma or GED.

Experience: Level I - Two years of general clerical experience or 1 year of land records related experience.
Level II - Two years of clerical experience, 1 year must include land records related experience.

Preferred: Cash handling experience. Strong mathematical skills.

Skills/Abilities: Ability to communicate in a patient, tactful manner and to effectively convey directions, instructions, and information to attorneys, court staff and the public. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to determine and calculate appropriate fees and taxes. Ability to learn and apply all job related policies, procedures, rules, regulations and laws. Ability to interpret documents and procedure manuals. Ability to operate a 10 key calculator/keypad. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing and alphanumeric data entry test not to exceed 5 minutes. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Joan Williams, Clerk of the Court
Circuit Court for St. Mary's County
P.O. Box 676
Leonardtown, MD 20650

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.