Job Announcement

http://www.mdcourts.gov

Opening Date: February 5, 2015
Job Title: Administrative Assistant III
PIN: 077525
Location: District 11, Washington County District Court
Hagerstown, Maryland
(Depending on Qualifications)

Closing Date: February 19, 2015
Position Type: Regular
FLSA Status: Non-Exempt
Grade/Entry Range: J8, $34,720 - $41,234

Essential Functions: This Administrative Assistant performs a variety of administrative duties for the judges, Administrative Clerk and County Clerk. The position receives, screens and directs all telephone calls and visitors in the judges/administrative office area. Coordinates meetings and courtroom assignments. Schedules appointments for judges. Maintains and verifies leave for judges which includes requesting and scheduling visiting judges when needed. Prepares and distributes calendars, correspondence, memos, reports, forms, records, minutes, expense reports and agendas. Maintains confidential files and records. Updates law library and Annotated Codes in chambers and courtrooms. Schedules all interpreters for court dates. Maintains all records for interpreters as well as reconciles invoices and submits them for verification and payment. Initiates the changing and computerization of forms as needed, saves and updates files from Courtnet to courtroom computers as needed and maintains files in our court's shared folder. Performs courtroom clerk duties when needed. Prepares court CD's and invoices for civil appeals. Orders written transcripts and distributes upon receipt. Responsible for ordering supplies and equipment. Verifies warehouse requisition invoices and prepares receiving reports for distribution. Maintains and distributes up-to-date employee benefit information. Assists others with computer-related questions. As time allows, assists clerks with preparing Jury Trial Prayers for transmittal, entering new cases into automated system, verifying and completing data entry of civil judgments, processing dismissals and verifying rent docket. Performs other essential duties as required. This is position is deemed essential personnel and is subject to call in during emergencies and inclement weather.

Education: Graduation from an accredited high school or possession of a GED.

Experience: Three years of experience providing secretarial, clerical or administrative work involving the use of a personal computer and word processing software.

Notes: Completion of a secretarial or related program from an accredited business school or school of technology may be substituted for one year of the required experience.

Skills/Abilities: Knowledge of general office practices, office equipment and business English. Ability to learn and apply departmental rules, regulations, procedures and policies. Ability to understand and carry out complex oral and written instructions. Ability to plan organize and prioritize work assignments. Ability to maintain a variety of records. Ability to prepare detailed reports. Ability to deal calmly with unusual or high pressure situations. Ability to maintain confidentiality; Ability to understand and carry out complex oral and written instructions; Ability to communicate effectively and provide information in a polite and efficient manner, both in person and on the phone. Ability to establish and maintain effective and harmonious working relationships with judges, court personnel, attorneys, outside agencies, co-workers and the general public. Ability to maintain professional appearance. Ability to work with sensitive and confidential information making sure records remain secure. Ability to work in a fast-paced office and adapt to changes. Ability to operate a personal computer and type efficiently. Proficient with word processing, spreadsheet and database applications such as MS Word, WordPerfect and Excel as demonstrated by completion of skills testing. Ability to learn court specific software applications. Ability to perform the essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

The candidate selected for this position will be subject to a background check, and a complete application is due at time of interview. Materials must be received in the Human Resources department at the address below. The Human Resources Department does not accept faxes will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Employees must be United States citizens or eligible to work in the United States.