Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

OPEN TO CURRENT MARYLAND JUDICIARY EMPLOYEES ONLY

Opening Date:	June 25, 2015	**Closing Date:**	July 9, 2015
Job Title:	Administrative Services Coordinator Forms Management	**Position Type:**	Regular Full Time
PIN:	084586	**FLSA Status:**	Non-Exempt
Location:	District Court Headquarters – Administrative Services	**Grade/Salary:**	J11 $41,767 - $67,255
		Financial Disclosure:	No

Essential Functions: Responsible for the creation, design, readability control, revision, and coordination of manual and electronic forms for the Judiciary. Assists with the development and improvement of standards for forms design, construction, and printing specifications. Assists in reviewing form PDFs and specifications for form orders, verifying accuracy and completeness of requisitions for forms. Responsible for the preparation and distribution of form updates to Judiciary officials, which outlines revisions, as well as informs personnel on the usage of the form. Serves as the liaison for the form and brochure translation project. Makes recommendations on form creation and revision needs to meet internal & external stakeholders' requirements and suggestions. Serves as the liaison for the MDEC Forms Project by collaborating in the production and maintenance of business requirement and form documents surrounding electronic forms development. Updates website postings for online form index creation and maintenance. Assists with other design projects on an as needed bases. Responds to telephone and website inquiries of a general procedural nature. Serves as back-up to other departmental positions to include bonds and legislative specialists. Perform all other duties as assigned.

Education: High School Diploma or GED.

Experience: Three years of court related administrative work experience.

Preferred: AA Degree desired. Work experience with Maryland District Court and/or knowledge of the District Court Mainframe system and bail bond systems. Intermediate to advanced work processing skills and Desktop Publishing Experience.

Skills/Abilities: Knowledge of system analysis methods and processes related to the design and implementation of forms; paper and electronic forms design techniques; forms management principles and practices; rules of English grammar and composition to prepare, review, and edit documents; papers, inks, printing processes, and related equipment pertinent to paper forms, modern office practices, procedures and equipment required to perform office functions in an efficient manner. Skill in the operation of a personal computer, keyboard devices and peripheral hardware, the use of computer software programs, including spreadsheet , word processing, and forms and document design products (Adobe Photoshop, Adobe Acrobat Professional, LifeCycle Designer, Omniform, and Microsoft Word). Ability to effectively communicate clearly, both orally and in writing at all levels; present and demonstrate information methodically and logically; provide verbal and written narratives to groups; perform legal and general research; establish and maintain positive working relationships with those contacted in the course of assignment. Ability to prioritize tasks and organize information, identify problems, analyze information, and develop viable solutions. Ability to perform all 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.

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.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

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.