

Circuit Court for Baltimore City-Court Secretary II

The Circuit Court for Baltimore City is seeking a conscientious and responsible individual for the position of Court Secretary II for the Medical Services Division. This position will perform functional duties and responsibilities in an administrative capacity for the Division, which is responsible for conducting court-ordered forensic evaluations for the Criminal, Family, and Juvenile Divisions within Baltimore City. The hired individual will report to the Deputy Director and Chief Medical Officer.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Provide a variety of administrative support duties necessary for efficient office operation (e.g., answer multi-line telephone, take messages and route appropriately, utilize and maintain in-office database for case tracking, obtain defendant criminal histories, order supplies and sort mail).
- Draft clinical evaluation reports from dictation. Format clinical evaluation reports in accordance with Maryland Department of Health and/or Medical Services Division guidelines. Perform official filing of clinical evaluation reports and related correspondence with the Court and appropriate stakeholders.
- Provide direct administrative assistance to specific clinicians within the office.
- Create clinical case files and generate appointment letters and reminder calls for appointments.
- Arrange transportation of incarcerated defendants via writs and/or jail cards. Act a liaison between the Medical Services Division and the Sheriff's Department, Department of Public Safety and Corrections, and Division of Corrections regarding transportation concerns.
- Exercise sound, independent judgement in screening telephone calls, office visitors, and mail. Provide accurate information and/or answers to questions not requiring superiors' attention.
- Maintain strict confidentiality as to all material and communications coming through the office.
- Other duties as assigned.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:

- **REQUIRED** – Graduation from an accredited high school
- **REQUIRED** – Two (2) years of related work experience
- Knowledge of the principles and practices of public administration and the court environment
- Proficient keyboarding skills: Skillful in typing and sound ability to utilize Microsoft Word, Excel, PowerPoint, Access, and other Microsoft Applications
- Ability to communicate effectively, both orally and in writing
- Have strong organizational skills and a keen ability to prioritize, multi-task, and pay attention to detail
- Ability to adhere to and meet strict deadlines
- Have strong administrative and data management skills
- Ability to perform with a high degree of independence and discretion
- Ability to establish and maintain appropriate working relationships and to use professionalism, tact, diplomacy, and competency when dealing with judges, attorneys, court and clinical personnel, etc.

COMPENSATION:

- This is a full-time position with full Baltimore City benefits. The starting salary is \$50,899.

TO APPLY:

- This position will be open until filled. Please submit a cover letter and resume to:

**Ms. Jacqueline Hale, Human Resources
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202**

jacqueline.hale@mdcourts.gov; www.baltimorecity.gov; TTY 396-4930

****No Phone Calls Please****

A Criminal Background Check will be conducted as a condition of employment.

AN EQUAL OPPORTUNITY EMPLOYER