

ASSIGNMENT CLERK I

Job Title: Assignment Clerk I

Department: Charles County Circuit Court
Assignment Office

Work Location: La Plata, Maryland

Starting Salary: \$38,556.00 Annually

Job Type: Full-time; 37.5 Hours per Week; FLSA Non-Exempt

Closing Date: August 7, 2019

Job Description Summary: An Assignment Clerk performs a wide range of tasks essential to the daily operation of the Assignment Office. To successfully fulfill the essential job functions, one must be able to adeptly navigate the electronic case management system, accurately enter data, work well under pressure, communicate clearly, and interface professionally with the public, partner agency representatives, and other court employees. Execution of duties requires experience and knowledge of circuit court case scheduling and processing and is performed in accordance with established policies and procedures, judicial mandates, Maryland Case Time Standards, Charles County Circuit Court Differentiated Case Management (DCM) Plans, Maryland Rules, and the Annotated Code of Maryland. Assignment Clerks work under the direct supervision of the Assignment Commissioner with general oversight provided by the Director of Court Operations, Court Administrator, and Administrative Judge.

Essential Functions: Perform duties using a comprehensive working knowledge of the laws relating to the various circuit court case types: general civil; criminal; family law; and probate. Electronically prepare and distribute daily dockets to include: generating the docket; assigning resources to court sessions; coordinating courtroom assignment; contacting the appropriate parties to verify hearing and trial information for scheduled matters; distributing dockets to judges, family magistrates, courthouse offices, and to external justice partners; updating and reissuing the daily docket, should changes occur; and reviewing the electronic docket board to ensure that all cases appear as scheduled for the day, making changes as needed. Prepare the daily Bond Review list, selecting appropriate court dates for individuals appearing for a bond hearing, and providing a list with future hearing dates to the Clerk's Office. Communicate to jury clerks the number and types of cases on the docket that require a jury panel. Gather information from the courtrooms to determine whether there are carry-over cases, apply changes to the next day's courtroom and judge assignments, and communicate outcomes to affected departments. Assist the courtrooms and chambers with scheduling matters. Clear trial and hearing dates with counsel, frequently in real time, while taking into consideration additional matters scheduled on those proposed dates as well as the assigned judge, type of jury, Hicks date, and target date. Schedule the family magistrates' domestic relations hearing calendar, taking into account magistrate recommendations, pending case load, priority status, and time standards. Review and determine pending issues in all case types, making distinctions between priority and routine matters, to ensure timely and procedurally accurate progression to case disposition. Analyze pleadings to determine or verify appropriate DCM track setting. Perform data entry to calendar court events employing differentiated case management principles and, using prescribed templates, prepare court hearing and trial notices for both judicial and magistrate proceedings for mailing/distribution to parties and related agencies. Route tasks to the appropriate court department for further action. Answer a high volume of in-person and telephonic inquiries pertaining to case status, confirmation of trial/hearing dates, scheduled times, and courtroom location. Execute mail support functions: meter outgoing mail; distribute incoming mail; and disseminate faxes. Create and periodically re-evaluate individual priorities and goals for accomplishing duties. Perform other job-related tasks as assigned.

Knowledge, Skills, and Abilities: Availability to work a full-time court schedule of 8:00 a.m. to 4:30 p.m., Monday through Friday, with the flexibility to accommodate occasional deviations from the standard work day. Excellent organizational abilities including time management and workload prioritization to achieve established

deadlines. Detail oriented accuracy in data entry, spelling, grammar, and punctuation with the ability to self-edit work and correct errors. Even temperament and strong interpersonal skills to productively work well with others in a team-oriented environment. Effective oral communication and customer service skills with the capacity to exercise a high degree of tact, diplomacy, professionalism, and competence in dealing with a wide variety of people. Ability to simultaneously execute multiple tasks, with minimal supervision, and make independent decisions based on experience, sound judgment, established court policies/procedures, and in accordance with written and verbal instructions. Perform well under pressure to meet established timelines and goals with the ability to quickly adapt behavior or work methods in response to new information, changing conditions, or unexpected obstacles. Ability to identify and analyze problems, translating knowledge and experience into viable solutions. Discretion and sound judgment in working with sensitive information to maintain confidentiality. Aptitude to learn, and the versatility to competently perform, all skill sets essential to daily operations. Proficiency with Microsoft Office, Odyssey (MDEC), and Windows 10, with the adeptness to learn other software programs related to various case assignment and calendaring functions.

Education and Experience: Requires a high school diploma or GED. Two years of increasingly responsible administrative support experience in a legal environment involving public contact. (Minimum)

Associate's Degree from an accredited college or university in legal studies, criminal justice, public administration, business, or another related field. At least three years of progressively more responsible experience involving case management in a legal office or court setting. (Preferred)

Knowledge of Maryland Case Time Standards, Maryland Rules, the Annotated Code of Maryland, Odyssey (MDEC), and principles of caseflow and differentiated case management is highly desirable. To effectively perform the essential functions, an Assignment Clerk must possess commensurate education, training, and/or experience demonstrating competence in the essential duties, knowledge, skills, and abilities

Excellent benefits including a defined benefit pension plan, deferred compensation, generous leave, and health care programs. The Charles County Employee Pension Plan honors portability of prior eligible Maryland State and local government services in other defined benefit pension plans.

Individuals interested in applying for the Assignment Clerk I position may do so by accessing the Charles County Government website: <http://www.charlescountymd.gov/hr/recruitment/recruitment>. In addition to completing the online application, candidates must provide a current resume and cover letter to be considered for this position. Alternatively, one's application, resume, and cover letter may be mailed or hand-delivered to the Circuit Court for Charles County, Maryland, Attention: Deborah W. Zrioka, Court Administrator, 200 Charles Street, La Plata, Maryland 20646. Faxed copies or applications electronically submitted to an individual's email address will not be accepted. All qualified applicants will receive consideration for employment without regard to sexual orientation, race, color, religion, sex, age, national origin, or disability. Applicants who need an accommodation for an interview should request this in advance.