

# **JOB ANNOUNCEMENT**

## **CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY**

**POSITION TITLE:** Bi-Lingual Clerk (**Grant Funded**)

**GRADE:** G-12 (General Clerk IV)

**SALARY:** \$36,000 - \$42,000 (Negotiable, based on qualifications and work experience)

**LOCATION:** Family Division, Circuit Court for Prince George's County, Upper Marlboro, Maryland

**TYPICAL DUTIES:** The candidate is responsible for providing clerical support in English and Spanish to the public and self-represented litigants with family related matters. Duties include but are not limited to: greeting visitors; responding to in person and telephone inquiries; reviewing case files; photocopying; preparing letters, memoranda, recommendations, orders, and reports; assisting with forms and other court-related material; collecting statistical data; managing court case jackets; moving files and other court-related materials between various offices; assembling the court files for hearing; maintaining dataset for orders. Performs other duties as assigned.

### **MINIMUM QUALIFICATION REQUIREMENTS**

Must be fluent in both English and Spanish (reading, writing, and speaking). High school diploma or G.E.D. certificate plus six (6) months of experience performing routine clerical assignments. Any equivalent combination of relevant education, training and experience will also be accepted. Knowledge of applicable computerized information systems. Knowledge of standard formats for data entry and preparation of information. Knowledge of modern office practices, procedures and equipment. Microsoft Office Suite experience is required. Ability to maintain records and files to prepare accurate and concise reports. Must be able to work independently and demonstrate professionalism with Judges, Magistrates, court personnel, public officials, and other court-related agencies. Applicants are subject to background check.

### **REQUIRED INFORMATION**

A Circuit Court for Prince George's County Employment Application and Supplemental Questionnaire must be submitted for this announcement. Employment Applications are available at <http://princegeorgescourts.org/jobs.aspx>.

**CLOSING DATE:** Applications must be received by 5:00 p.m. EST on Friday, September 20, 2019.

**APPLY TO:** Department of Human Resources, Court Administrative Office,  
Room M2407, Courthouse, Upper Marlboro, MD 20772  
FAX (301) 952-4447 E-Mail: [Humanresources@co.pg.md.us](mailto:Humanresources@co.pg.md.us)

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

Prince George's County Circuit Court is an Equal Opportunity Employer, Committed to Diversity in the workplace. This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability. Applicants may obtain a copy of the Circuit Court for Prince George's County EEOP Utilization Report upon request.

**Reasonable accommodation upon request.**

## Bi-Lingual Clerk - Supplemental Questionnaire

1. Do you have a High School diploma, G.E.D. certificate or postsecondary education?

- ☐ Yes
- ☐ No

2. Do you have clerical work experience?

- ☐ Yes
- ☐ No

3. Please list your experience as it relates to the position. Do not respond with "See Resume".

4. Which of the following Microsoft Office applications do you have experience utilizing?

- ☐ Excel
- ☐ Word
- ☐ PowerPoint
- ☐ None

5. Do you speak, read, and write in both English and Spanish fluently?

- ☐ Yes
- ☐ No