

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Hearing Room Clerk – *Partially Grant Funded (Two (2) Positions)*

GRADE: G-15 (Administrative Aide II)

ANNUAL SALARY: \$42,000

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

TYPICAL DUTIES: The candidate, is responsible for providing administrative and clerical support to the Family Division Magistrates. Primary responsibilities include but are not limited to: transcribing oral dictation; completing appropriate paperwork and merging court dockets prior to hearings; completing follow-up work on cases after scheduled hearings; training new courtroom personnel on the digital recording system and courtroom procedures; preparing correspondence, memoranda, and Court Orders; testing and monitoring recording equipment before hearings; updating and processing Proposed Order of Courts for dissemination to attorneys and litigants; preparing daily Disposition Sheets for timely distribution to Calendar Management; managing all case files scheduled for hearings; ensuring timely and appropriate delivery of files and court dockets and dispositions at the conclusion of hearings; maintaining confidentiality of court records and reports. Performs other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

High School diploma or G.E.D certificate, plus at least one (1) year of administrative experience. Any equivalent combination of relevant education, training and experience will also be accepted. Knowledge of office procedures, systems and equipment. Ability to exercise a high degree of judgment, demonstrate diplomacy and exemplify competence interacting with judges, magistrates, attorneys, public officials, litigants, co-workers and the general public.

Preferred Experience: At least one (1) year of experience in court case management, in a legal setting or other relevant experience. Plus, at least one (1) year of experience as an administrative aide. Knowledge of court rules; legal terminology; preparing and processing legal documents, correspondence, motions and orders; secretarial practices and procedures and court recording systems. Ability to speak Spanish is a plus.

ADDITIONAL INFORMATION:

All applicants are subject to a background check. Applicants are required to pass a typing test of 35 wpm, and/or other performance tests.

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: Opened until filled.

APPLY TO:

Department of Human Resources
Court Administrative Office
Room M2407, Court House
Upper Marlboro, MD 20772
FAX (301) 952-4447 E-Mail: 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.

The Circuit Court for Prince George's County 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.

Hearing Room Clerk – Supplemental Questionnaire

1. Do you have at least one (1) year of experience in court case management, in a legal setting or other relevant experience.?

- a. Yes
- b. No

2. If you responded "Yes" to question # 1, please describe in detail your experience working in court case management, in a legal setting or other relevant experience. and include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/A".

3. Do you have any of the following administrative experience? **Please circle all that apply.**

- a. Drafting/Composing Memorandum
- b. Data Entry Experience
- c. Office Management to include: faxing, copying, scanning, mailing incoming and outgoing correspondence
- d. Editing and Proofreading Documents

4. Do you have any of the following technical clerical experience? **Please circle all that apply.**

- a. Typing and Word Processing
- b. Transcribing oral dictation
- c. Microsoft Office Skills
- d. Customer Service Skills

5. If you responded "Yes" to question # 4, please describe in detail your technical clerical experience and include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/A".

6. Do you have any knowledge of court rules; legal terminology; preparing and processing legal documents, correspondence, motions and orders; secretarial practices and procedures and court recording systems?

- a. Yes
- b. No

7. If you responded "Yes" to question # 6, please describe in detail your knowledge of court rules; legal terminology; preparing and processing legal documents, correspondence, motions and orders; secretarial practices and procedures and court recording systems and include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/A".