

**CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND**  
**Personnel Class Specification**

**Office Assistant IV-Family /Juvenile Clerk – Assignment Office**

**DEFINITION OF CLASS:**

The Office Assistant IV is responsible for scheduling, preparing, updating, and coordinating cases for the judges and magistrates of the Circuit Court. The employee is expected to have a thorough knowledge of organization, office practices, and make independent decisions in dealing with the public and employees.

This job description is utilized to give a broad overview of the various desk assignments in the Assignment Office. Each desk assignment has its own unique job responsibilities. However, it is essential for employees of this office to learn all desk assignments, and to accomplish this, employees may be rotated among assignments. Desk assignment rotation provides each employee an opportunity to learn the various aspects of the Assignment Office and enhance their opportunity for future growth within the Circuit Court.

The Office Assistant IV reports directly to the Assignment Commissioner and Office Manager and is ultimately responsible to the Court Administrator.

**Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that either an employee, or the court, may terminate the employee relationship at any time, with or without cause. There are no contractual relationships between the Circuit Court and an employee; letters, benefit or policy statements, performance evaluation, handbooks, or other employee communications should not be interpreted as such. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents.**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. This job description shall not be construed to describe an exhaustive list of all duties that may be performed by such a person. It does not proscribe or restrict additional various tasks and assignments that may be required by the Assignment Commissioner, Office Manager, Court Administrator and/or Judicial Officers.

Reasonable accommodations will be made in accordance with the applicable law to enable individuals with disabilities to perform the essential functions.

- General knowledge of the various desk assignments and the ability to cover these assignments in co-worker(s) absence(s).
- Modify data in the case management system for judges' and magistrates' schedules and changes in assignment.
- Coordinate new court dates with counsel and/or parties in cases that have been referred by judges, magistrates and/or case managers.
- Keep the case management data accurate and up to date. For example, when an event is removed from the docket, make sure the proper disposition code is used in Odyssey.
- Coordinate trial and hearing dates with the judges and/or magistrates via telephone on scheduling conferences and settlement/pre-trial days.
- Obtain Post Judgement Settlement Conference calendar from Senior Judges.
- Attend Family and Juvenile Pre-Trial dockets weekly to coordinate mandatory deadlines, DCM guidelines, trial dates, pre-trial dates, and specially assigned dates with the Court and counsel.
- Prepare the Juvenile Pre-Trial dockets weekly with case status information and print trial date availability prior to court.
- Process the prior day's Family and Juvenile courtroom sheets received from the Courtroom Clerks by removing, adding, or amending future hearing dates.
- Research discrepancies from Family and Juvenile Courtroom sheets and follow through on obtaining correct information.
- Answer telephones and assist the public with Family and Juvenile assignment information.
- Manage the judges' and magistrates' calendars:
  1. Assign, notify, and post events to be heard by judges and/or magistrates.
  2. Notify judges' chambers of assignments and removals.
  3. Assign and/or reassign One family One Judge (1F1J) cases
- Work front counter on assigned days and back up-front counter duty for other Assignment Office staff on scheduled and/or unscheduled leave.
- Manage the to be assigned docket, obtaining case status, and reporting to Assignment Commissioner or Office Manager for judge/magistrate assignment. Update the case management database (Odyssey) accordingly.

- Assist in updating office manuals yearly.
- Assist with scheduling matters from courtroom telephone calls.
- Monitor the Unoccurred hearings report, Tentative Date Report and Closed case reports.
- Complete file and serve e-filing for Family and Juvenile cases.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to work the full-time standard Court work schedule of 8:30 a.m.-5:00 p.m. (Monday through Friday) with flexibility to accommodate any early or late meetings.
- Maintain a regular, punctual, and reliable level of attendance.
- Ability to communicate effectively, both orally and in writing.
- Excellent telephone manner and experience dealing with the public.
- Ability to exercise a high degree of judgment, tact, diplomacy, and competence in dealing with judges, attorneys, court personnel, and the public.
- Ability to work independently and have high-level customer service and interpersonal skills to handle sensitive and confidential situations.
- Ability to handle multiple tasks and maintain a professional demeanor when dealing with court personnel and the public.
- Ability to set priorities and simultaneously process multiple duties and responsibilities.
- Ability to make decisions based on experience, good judgment, and established policies and procedures.
- Ability and willingness to work rotating assignments.
- Knowledge of and ability to apply fundamentals of business English, spelling, grammar, punctuation, standard office practices, and procedures.
- Excellent organizational skills.
- Ability to summarize information quickly and make recommendations for efficiencies that may benefit the office.

- Conversational Spanish desirable, but not required.
- Ability to develop and maintain collaborative and professional working relationships with court personnel and the public.
- Understanding of legal terminology preferred, but not required.

### **MINIMUM QUALIFICATIONS**

- High school graduate or GED equivalent
- Three years of work experience in an office and/or court environment with a heavy emphasis on record keeping and database updating.
- Excellent command of the English language, both orally and in writing.
- Strong organizational skills a must.
- At least two years of customer service experience.
- Advanced knowledge of Microsoft Office Applications (e.g., Word, Excel, and/or Access).
- An equivalent combination of experience and education may be substituted.

To apply, please see the link below to our website; submit a cover letter, resume, writing prompt and an employment application.

<https://montgomerycountymd.gov/cct/careers.html>

## **BENEFITS:**

### **MCG's Non- Merit Employee Circuit Court Total Rewards**

To promote your overall well-being and help secure your future, MCG offers a comprehensive total rewards package for positions.

**Compensation.** In addition to the salary listed in the Description section, all positions are eligible for robust retirement plans. Sick leave and annual leave earned at a rate of 4.6 hours/80hrs worked. We also provide personal days, paid parental leave (6 weeks), holiday (State and County) leave, and performance awards.

**Benefits.** Our benefits for all positions include premier medical, prescription, dental, vision, long-term disability, and life insurance plans, with most plans receiving employer contributions of 80% toward premiums. Additionally, we offer an employee assistance program, an award-winning wellness program, and flexible spending accounts for healthcare, and childcare expenses.

For eligibility and plan details, please visit [MCG Total Rewards](#).