


Maryland Judiciary Job Description

	Official Title	Administrative Clerk
	Job Code	ADMCLK
	Business Title	Administrative Clerk
	FLSA Status	Exempt

POSITION SUMMARY

This at-will position is managerial and administrative work overseeing the operations of all District Court facilities in an assigned district. Employees in this classification have full responsibility for the day-to-day functioning of all assigned courts including personnel, facilities, and case processing management. Employees in this classification report to the Chief Clerk of the District Court. Performance is evaluated for overall efficiency, effectiveness, and compliance with policies and procedures. Employees are responsible to the Chief Clerk, the Administrative Judge for the assigned District, and the District Court Chief Judge; all of whom evaluate and direct the employee's work. A comprehensive internal audit is performed on a regular basis to determine the district's overall compliance with all Judiciary standards and policies. Administrative Clerks are given only general guidance by the Chief Clerk and are expected to work independently with considerable creativity and initiative to accomplish agreed upon goals. The Chief Clerk reviews work in terms of effectiveness in meeting the goals and mission of the District Court.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Manages the day-to-day operation and case flow of the courts by establishing or conveying policies and procedures, work rules, performance and productivity standards, and by evaluating the efficiency and effectiveness of operations.
- Plans for, and ensures, the professional development of subordinate supervisors.
- Conducts effective meetings with staff and others in the judicial system community.
- Coordinates the work of the assigned district with other elements of the law enforcement and criminal justice system.
- Resolves, or assists subordinates in resolving, the most unusual and complex systems, personnel, and customer service problems, as they occur.
- Prepares correspondence, studies, and management and related reports on district and court activities and issues.
- May serve as hearing officer for the Judiciary's grievance procedure.
- Participates in the development of the budget by providing District Court Headquarters justification for requested personnel, furniture, equipment, and supplies.

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- Serves on special committees, task forces, and work teams to develop or revise court, district, and system-wide policy, procedures, and programs.
- Hires, assigns, trains, evaluates, and disciplines employees.
- Analyzes and prepares written justification for requests for staff, furniture, equipment, and any other operational needs.
- Coordinates the construction and renovation of facilities with Headquarters, the Administrative Judge, architects, engineers, and staff.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree from an accredited college or university.
- Eight (8) years of work experience, preferably in court operations, or in the fields of criminal justice, parole and probation, legal or financial services, to include five (5) years in a trial or appellate court of the United States in which four (4) years consisted of supervising court staff.

Note:

Additional court work experience, as defined above, may substitute on a year for year basis for up to four (4) years of the required education.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- District Court mission, structure, culture, policies, and procedures extensively.
- State and local case law which may be presented to the District Court.
- Principles and practices of public administration, management, and supervision.
- Federal and state laws, regulations, rules, and Judiciary policies that govern the management of public employees.

Skill in:

- Facilitating/negotiating agreements between individuals and groups where competing or conflicting interests and viewpoints have become entrenched.
- Interpersonal communication and relations.
- Analyzing information, problems, situations, practices, and procedures.
- Collaborative leadership.
- Guiding employees in demanding situations.
- Active listening, empathy, problem solving, and communication.

Ability to:

- Manage multiple tasks, assign priority, and delegate in a high-volume operation with significant consequence of error.

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- Apply, modify, and continually update the use of technology to resolve work process problems.
- Work with subordinate staff to identify and analyze system problems and to revise or re-engineer work processes and procedures.
- Conduct research and communicate clear and concise analyses, reports, and recommendations being persuasive, when necessary.
- Maintain a harmonious and effective working relationship with supervisors, subordinates, public officials, and the public.
- Resolve unusual and/or complex situations in accordance with established procedures or assist staff in resolving cases requiring deviation from standard procedures.
- Review and analyze financial transactions, documents, records, and reports to obtain facts.
- Read and interpret audit reports; formulate recommendations to correct unsatisfactory conditions and to improve operations.

SUPERVISORY RESPONSIBILITIES

This position has formal supervisory responsibilities over other employees.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position involves *sedentary* work, exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time; walking and standing are required only occasionally.

WORKING CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works in an office or similar indoor environment and is not substantially exposed to adverse environmental conditions. Employee sometimes encounter individuals with known criminal or mental health backgrounds.

Maryland Judiciary is an Equal Opportunity Employer.

Date created:	August 2018
Dates revised:	March 2020; Oct 2020; July 2021; August 2021; Jan 2022