

## **RECORDS AND REPRODUCTION ASSISTANT**

Code: 2071

Grade: J4

### **NATURE OF WORK**

The Records and Reproduction Assistant provides support and/or assistance in the maintaining, retrieving and copying of court related documents and records at the Maryland Judiciary. The employee may perform tasks for the job's full range of duties or may be assigned components of the job, progressively, until exposed to the full range, depending on training techniques of the jurisdiction.

The employee receives close supervision from a Judiciary Supervisor, or other higher level Judiciary administrator. Employees in this classification do not supervise.

The Records and Reproduction Assistant classification and the Records and Reproduction Clerk classification are differentiated on the basis of the degree of supervisory control exercised by the supervisor over these employees and the range and scope of the work performed. The Records and Reproduction Assistant performs file retrieval and maintenance, copying, and customer services under close supervision, the Records and Reproduction Clerk performs file retrieval and maintenance, copying, cashier duties of collecting monies for payment and customer services under close supervision at times and under general supervision at other times depending on the tasks assigned.

### **MINIMUM QUALIFICATIONS:**

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Minimum of six months of clerical experience.

### **EXAMPLES OF WORK: (Examples are illustrative only)**

Pulls numerous case files daily for court docket, the public, court related agencies and court staff.

Researches record requests received by mail and fax. Reproduces appropriate documents and certifies copies of motions, transcripts, and files.

Performs scanning of liens and judicial files and reviews for accuracy.

Prepares files for transmitting to the Maryland Archives.

Assists the public in person and via telephone regarding copies, court records, record searches, case numbers and charges.

May perform basic data entry.

May process and distribute mail, as needed.

PHYSICAL DEMANDS:

Work may include lifting, reaching, stooping, standing, for long periods of time. May be required to lift boxes weighing up to 60 pounds.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general office practices and procedures.

Ability to use a copier, microfilm machine, scanner and fax machine and other basic office equipment.

Ability to lift or exert force on documents, items, carts, etc. weighing up to 60 lbs.

Familiarity with personal computers and basic typing skills

Ability to listen and receive information verbally and in writing, and relay information to others correctly.

Ability to communicate in effective, patient, and tactful manner with judges, co-workers, the public and others.

Ability to identify numbers and placements up to 11 digits.

Ability to file in alphabetic and/or numeric order.

Ability to differentiate colors used in office file systems.

LICENSES, REGISTRATIONS, AND CERTIFICATES:

None required.

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Executive Director  
Maryland Human Resources Department

Class specifications are broad descriptions covering groups of positions. Individual position descriptions specifically address the work of each position.

**Adoption Date:** March 2013

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