

## **RECORDS AND REPRODUCTION CLERK**

**Code: 2072**

**Grade: J05**

### **NATURE OF WORK**

The Records and Reproduction Clerk performs clerical work that includes 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 Clerk classification is differentiated from the Records and Reproduction Clerk, Lead due to the non-oversight of other Records and Reproduction Assistants that review, assign and review work. The Records and Reproduction Clerk performs file retrieval and maintenance, copying, cashier duties of collecting monies for payment, balancing the cash register drawer 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: One year 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.

Locates and photocopies judicial files for customers, determines fees, collects payments and operates computerized cash register.

Collects fees and reconciles cash register drawer daily.

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.

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.

Ability to operate a cash register.

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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