

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Courtroom Assistant

GRADE: G-12 (General Clerk IV)

ANNUAL SALARY: \$29,803

LOCATION: Family Division, Circuit Court, Upper Marlboro, Maryland

TYPICAL DUTIES: The incumbent under the supervision of the Deputy Director of the Family Division—Juvenile, is responsible for performing administrative and clerical duties in support of Domestic, Child Support, Juvenile and CINA/TPR case types with a primary focus on Circuit Court Juvenile matters. Retrieves court files from the Juvenile Clerk's Office and/or Magistrate's chambers in advance of hearings and delivers them to the courtroom. Assists Magistrates in the courtroom by preparing the room for hearings, obtaining signatures for court documents, and disseminating Magistrate's recommendations and other court documents. Acts as an intermediary in maintaining frequent contacts with other personnel and officials of the judicial system. Tracks case files concerning failure to appear on delinquency cases. Announces dockets, maintains order and follows appropriate Family Division security protocols in the courtroom. Locates case file materials as requested. Makes copies of court documents. Provides a high level of customer service by answering the telephones; providing accurate case-related information to citizens, attorneys, and related agencies and routes callers to appropriate offices. Uses extreme tact and discretion in maintaining the confidentiality of appropriate letters, records, reports, forms, evidence, case files and memoranda received, used, circulated or disseminated. Performs additional clerical duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

High School/GED Diploma plus six (6) months experience performing diverse clerical duties and at least one (1) year of education above the high school level. Has a broad knowledge of the interrelationships within the court, the clerk's office, appropriate administrative agencies and institutional resources. Has a comprehensive working knowledge of Maryland rules of the court and legal procedures pertinent to matters involving Juvenile Court. Ability to read, understand and follow oral and written instructions. Must pass a keyboard typing test of 30 wpm. Ability to exercise a high degree of judgment, tact, diplomacy and competence in dealing with Judges, Magistrates, public officials, citizens, professional personnel, attorneys and witnesses. Ability to speak Spanish is a plus. Applicants are subject to a background check. A Circuit Court for Prince George's County Employment Application must be submitted for this announcement. Applications are available at the address below or under the Judicial section on the Prince George's County's Website:

www.princegeorgescountymd.gov/sites/circuitcourt/ContactUs/HR-CircuitCourt/Pages/default.aspx

CLOSING DATE: Applications must be received by 5:00 p.m. Eastern Standard Time on **June 27, 2016.**

APPLY TO: Director 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. Prince George's County Circuit Court 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.
Reasonable accommodations upon request.