Circuit Court for Howard County
Position Announcement

Job Title: **Office Assistant II**

Position Type: **Part-time/32 hours (including benefits)**

Opening Date: **June 6, 2016**

Closing Date: **June 20, 2016**

Grade/Salary Range: **C/$12.24-$20.97/hr**

Starting salary: commensurate with education and experience

This position is responsible for the transport of files and pleadings within the courthouse. The incumbent will report to the Court Administrator.

Essential Functions:

- Transport case files to all locations in the courthouse;
- Pull case files from the Clerk's Office when needed;
- Locate misplaced case files;
- Locate paperwork that has not been placed in case files;
- Conduct rounds to move case files from judges' and magistrates' chambers to Calendar and Caseflow Management (CCMO) and from CCMO to the Clerk's Office;
- Manage, inventory and stock supplies for administrative staff;
- Maintain and stock courtrooms with needed supplies;
- Provide clean water pitchers to courtrooms as needed;
- Deliver and pick up items within Howard County; and
- Other clerical duties as assigned.

Knowledge, Skills and Abilities:

- Working knowledge of Windows based applications with an emphasis on Excel;
- The ability to exercise discretion and independent judgment and interpersonal skills to interact effectively with all levels of professionals (judges, attorneys, court personnel, the public, etc.);
- Excellent organizational skills, the ability to establish priorities, be adaptable, and multi-task oriented;
- The ability to communicate effectively both orally and in writing, using proper grammar, syntax and spelling;
- Must possess and maintain a Maryland Driver's License;
- Ability to lift up to 25 lbs., stand and walk for extended periods of time and climb stairs as needed.

Experience: Preferred experience includes 1 year of experience in an office setting.

Education: Possession of a High School Diploma or GED.

Please submit a resume, salary history and references (e-mail preferred) stating the position title by 11:59 pm of the closing date to:

Deidre Barksdale
Circuit Court for Howard County
8360 Court Avenue
Ellicott City, MD 21043
dbarksdale@howardcountymd.gov

The Circuit Court for Howard County is a drug-free workplace and an equal opportunity employer and values diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview may request such assistance in advance of an interview. The candidate selected for this position will be subject to a background check and must be a US citizen or eligible to work in the US. A criminal background check will be done prior to hiring of individual.