



**CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY  
invites applications for the position of:**

**File Clerk**

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<b>SALARY:</b>	\$13.65 - \$14.42 Hourly
<b>DEPARTMENT:</b>	Family Division
<b>OPENING DATE:</b>	04/30/21
<b>NATURE AND VARIETY OF WORK:</b>	

The incumbent is responsible for locating, retrieving and delivering files that are scheduled before a Circuit Court Judge or Magistrate.

**EXAMPLES OF WORK:**

Duties include but are not limited to:

- Researching, locating, retrieving and delivering case files in advance of scheduled hearings.
- Moving large volumes of court documents to include mail, court case jackets, books, correspondence and other court-related materials between various offices located within the Courthouse and Judiciary Administrative Services Building.
- Performing other clerical duties including data entry, statistical counting, photocopying, filing, and answering phones.
- Organizing case files.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

High school diploma or G.E.D. certificate plus 6 months of experience performing routine clerical assignments. Any equivalent combination of relevant education, training and experience will also be accepted. Knowledge and understanding of applicable computerized information systems including Microsoft Windows. Must be able to work independently and act professionally with Judges, Magistrates, public officials, attorneys, litigants, co-workers and general public.

**PHYSICAL REQUIREMENTS:**

The essential functions of the job typically require: sitting, standing, walking, talking, hearing, seeing, lifting, carrying, pushing, pulling and reaching requirements or other reasonable methods required to successfully complete the essential functions of the job. Must be able to lift 60lbs.

**ADDITIONAL INFORMATION:**

Applicants are subject to a background check.

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.princegeorgescourts.org/>

Position #19-00033  
FILE CLERK  
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14735 Main Street  
Room M2407  
Upper Marlboro, MD 20772  
301-952-3707

[humanresources@co.pg.md.us](mailto:humanresources@co.pg.md.us)

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### File Clerk Supplemental Questionnaire

- \* 1. Do you possess a High School diploma or G.E.D.?  
 Yes    No
  
- \* 2. Do you have any court experience?  
 Yes    No
  
- \* 3. If you responded "yes" to question #2, please describe your working experience with the courts.
  
  
  
  
  
- \* 4. Do you have any experience researching and retrieving legal case files?  
 Yes    No
  
  
  
  
  
- \* 5. If you responded "yes" to question #4, please describe in detail your experience in researching and retrieving legal case files and include the employer's name and dates of employment. If no experience, type N/A.
  
  
  
  
  
- \* Required Question