

Circuit Court for Baltimore City Court Secretary II

The Circuit Court for Baltimore City is seeking a dynamic individual for the position of Court Secretary II for the Medical Services Division. This Division is responsible for conducting court-ordered forensic evaluations for the Criminal, Family, and Juvenile Divisions within Baltimore City. This position will perform functional duties and responsibilities in an administrative capacity. The incumbent will report to the Deputy Director and Chief Medical Officer.

Essential Functions

- Provide a variety of administrative support duties necessary for efficient office operation (e.g., answer the multi-line telephone, take messages and route appropriately, utilize and maintain in-office database for case tracking, obtain defendant criminal histories, order supplies, and sort mail).
- Draft clinical evaluation reports from dictation. Format clinical evaluation reports in accordance with Maryland Department of Health and/or Medical Services Division guidelines. Perform official filing of clinical evaluation reports and related correspondence with the Court and appropriate stakeholders.
- Provide direct administrative assistance to specific clinicians within the office.
- Create clinical case files and generate appointment letters and reminder calls for appointments.
- Arrange transportation of incarcerated defendants via writs and/or jail cards. Act a liaison between the Medical Services Division and the Sheriff's Department, Department of Public Safety and Corrections, and Division of Corrections regarding transportation concerns.
- Exercise sound, independent judgment in screening telephone calls, office visitors, and mail. Provide accurate information and/or answers to questions not requiring superiors' attention.
- Maintain strict confidentiality as to all material and communications coming through the office.

Education, Knowledge, and Experience

- Graduation from an accredited high school
- Equivalent combination of five (5) years of education and experience, and two (2) years working in a confidential environment
- Knowledge of the principles and practices of public administration and the court environment
- Proficient keyboarding skills; Ability to utilize Microsoft Word, Excel, PowerPoint, Access, and other Microsoft Applications
- Ability to communicate effectively, both orally and in writing
- Have strong organizational skills and a keen ability to prioritize, multi-task, and pay attention to detail
- Ability to adhere to and meet strict deadlines
- Have strong administrative and data management skills
- Ability to perform with a high degree of independence and discretion
- Ability to establish and maintain appropriate working relationships and to use professionalism, tact, diplomacy, and competency when dealing with judges, attorneys, court and clinical personnel, etc.

Compensation

This is a full-time position, with benefits. The annual salary is \$47,971.00.

To apply

This position will be open until filled. Please submit a cover letter and resume to:

Ms. Jacqueline Hale
Human Resources Department
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
jacqueline.hale@mdcourts.gov
www.baltimorecity.gov
TTY 396-4930

****No Phone Calls Please****

AN EQUAL OPPORTUNITY EMPLOYER

A Criminal Background Check and Alcohol & Drug screening will be conducted as a condition of employment.