

Circuit Court for Baltimore City Court Secretary II

The Circuit Court for Baltimore City is seeking a candidate to fill a vacant Court Secretary II position. An employee in this position performs administrative support for a Family Division Magistrates' office. Magistrates are officers of the Family Division of the Circuit Court for Baltimore City. The Magistrates conduct scheduling conferences and hearings on general equity matters (i.e. uncontested divorces, modification hearings on custody, visitation, child support, contempt hearings, etc.) in accordance with the applicable Maryland Law and Rules of Procedures. This position will assist in the functional duties and responsibilities in administrative support work involving family law-related matters. The incumbent will report to one Magistrate in the Family Division.

Essential Functions

- Provide a variety of administrative support duties necessary for the efficient office operation such as answering the telephone, checking cases in and out of chambers, filing, creating documents/reports, ordering supplies, and sorting mail.
- Coordinate the Magistrates' communications, correspondence, calendar, leave requests, and timesheets.
- Perform courtroom duties when necessary, including checking in litigants, marking evidence, and running courtroom recording equipment.
- Act as the initial point of contact for all public and judicial services issues.
- Exercise sound independent judgment in screening mail, telephone calls, and visitors.
- Provide information or answers to questions not requiring superiors' attention.
- Maintain strict confidentiality as to all material and communications coming through the office.
- Perform other related duties as assigned.

Education, Knowledge, and Experience

- Graduation from an accredited high school or possession of a GED certificate and four (4) years of experience.
- Equivalent combination of five (5) years of education and experience, and two (2) years working in a confidential environment.
- Ability to utilize Microsoft Word, Excel, PowerPoint, and Microsoft System Applications.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of the principles and practices of public administration and court environment.
- Have strong organizational skills with a keen ability to prioritize, multi-task, and attention to detail.
- Ability to adhere to and meet deadlines.
- Have strong administrative and data management skills.
- Ability to perform at a high degree of independence and discretion.
- Have well-developed team skills; unquestioned integrity in effectively handling sensitive and confidential HR information and issues.
- Ability to establish and maintain effective working relationships and use professionalism, tact, diplomacy, and competency in dealings with judges, attorneys, court and professional personnel, etc.

Compensation

This is a full-time position with benefits. The starting salary is \$47,971.

To Apply:

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

Ms. Jacqueline Hale, Human Resources
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

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