



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

Criminal Scheduling Clerk

SALARY:	\$16.83 - \$19.23 Hourly \$35,000.00 - \$40,000.00 Annually
DEPARTMENT:	Calendar Management
OPENING DATE:	08/27/21
NATURE AND VARIETY OF WORK:	

The incumbent, under the supervision of the Criminal Scheduling Manager, is responsible for accurately maintaining the calendar for Criminal cases and preparing the Criminal arraignment docket in accordance with the established Criminal Differentiated Case Management (DCM) Plan.

EXAMPLES OF WORK:

- Performs data entry to calendar court events employing differentiated case management principles and, using prescribed templates, prepare court hearing and trial notices for the Criminal Judge proceedings for mailing/distribution to parties and related agencies.
- Maintains the Criminal calendar by updating it daily based on continuances, hearings set, and courtroom dispositions in accordance with the principles of the DCM plan, the Maryland Rules of Procedure, and the Annotated Code.
- Reviews Criminal cases that are routinely forwarded to the Criminal unit for rescheduling continued matters, or any other pending issues not currently scheduled.
- Manages phone calls from Judges' staff, attorneys, Courts related agencies, courtrooms, and the public in a professional and courteous manner.
- Handles the daily distribution and date stamping of mail for each unit of the Office of Calendar Management as needed.
- Clears trial and hearing dates with counsel, frequently in real time, while taking into consideration additional matters scheduled on those proposed dates as well as the assigned judge, type of jury, Hicks date, and target date.
- Inputs data into the case management system.
- Serves as a back-up to team members in their absences.
- Executes mail support functions: complies with established protocol pertaining to outgoing mail; distribute incoming mail; and disseminate faxes in a timely manner.
- Provides a list with future hearing dates to the Clerk's Office.
- Performs other job-related tasks as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or G.E.D. certificate with coursework in typing, office practices or other related clerical subjects; plus one (1) year of advanced diverse and/or technical clerical experience which must have involved working with the public for at least six (6) months. Any equivalent combination of relevant training, education and experience will also be accepted.

ADDITIONAL INFORMATION:**Background Checks**

Applicants are subject to background check.

Assessments

Candidates selected for interview must pass a typing test of 35 words per minute.

All applicants applying will be reviewed every two (2) weeks or upon Management's request.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.princegeorgescourts.org/>

Position #19-00051
CRIMINAL SCHEDULING CLERK
LB

14735 Main Street
Room M2407
Upper Marlboro, MD 20772
301-952-3707

humanresources@co.pg.md.us

Criminal Scheduling Clerk Supplemental Questionnaire

* 1. Do you possess a High School Diploma or G.E.D.?

☐ Yes ☐ No

* 2. Do you have at least one (1) year of technical clerical/administrative experience?

☐ Yes ☐ No

* 3. If you responded "Yes" to question #2, please describe in detail your technical clerical experience and include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/A".

* 4. Do you have any of the following experience? Please circle all that apply.

- ☐ Resolving scheduling conflicts
- ☐ Maintaining and preparing schedules
- ☐ Organizational skills
- ☐ Using automated database systems

* 5. Please describe in detail how you achieved working knowledge of the skills listed in question #4 and include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/A".

* Required Question