



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

**Family Scheduling
Conference/Continuance Clerk**

SALARY:	\$20.19 - \$22.60 Hourly \$42,000.00 - \$47,000.00 Annually
DEPARTMENT:	Calendar Management
OPENING DATE:	08/30/21
NATURE AND VARIETY OF WORK:	

The incumbent, under the supervision of the Family Scheduling Team Leader, is responsible for performing administrative and technical functions in support of the Family Differentiated Case Management (DCM) Plan. The incumbent must be able to adeptly navigate the electronic case management system, accurately enter data, work well under pressure, communicate clearly, and interface professionally with the public, partner agency representatives, and other court employees.

EXAMPLES OF WORK:

Examples of work include but are not limited to:

- Performs data entry to calendar court events employing differentiated case management principles and, using prescribed templates, prepare court hearing and trial notices for the Family Scheduling Judge proceedings for mailing/distribution to parties and related agencies.
- Maintains the 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.
- Prepares write-ups and orders for the Family Coordinating Judge.
- Handles phone calls from Judges' staff, attorneys, Court related agencies, courtroom, and the public in a professional and courteous manner.
- Clear trials 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, tried by date, and target date.
- Coordinates with counsel and parties regarding continuances.
- Analyze pleadings to determine or verify appropriate DCM track setting.
- Executes mail support functions: complies with appropriate outgoing mail protocol; distribute incoming mail; and disseminate faxes.
- Acts as a liaison between the Office of Calendar Management, and the the Family Division staff.
- Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

MINIMUM QUALIFICATIONS:

Must have satisfactorily completed probationary period as Administrative Aide I; or high school diploma or G.E.D. certificate which included business courses plus one (1) year of administrative training above the high school level and one (1) year of administrative or technical clerical experience which involved working with the public. Any equivalent combination of relevant training, education and experience will also be accepted.

Preferred Qualifications

At least two (2) years of experience in court scheduling is preferred. Knowledge of Affiliated Computer Services (ACS) and Court Application Portal (CAP) systems is a plus.

Knowledge, Skills, and Abilities

Knowledge of Microsoft Office Suite. Skilled in the operation of a variety of standard office equipment. Ability to multi-task, establish priorities, take initiative, and be adaptable. Ability to use professionalism, tact and diplomacy with all court stakeholders and public officials.

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/>

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

humanresources@co.pg.md.us

Position #19-00049
FAMILY SCHEDULING CONFERENCE/CONTINUANCE
CLERK
LB

Family Scheduling Conference/Continuance Clerk Supplemental Questionnaire

- * 1. Which of the following best describes your level of completed education?
 - ☐ High School or G.E.D.
 - ☐ Associates degree
 - ☐ Bachelor's degree
 - ☐ Some College
- * 2. Please select your field of study.
 - ☐ Liberal Arts
 - ☐ Social Sciences
 - ☐ Public Administration
 - ☐ Business Administration
 - ☐ Other
- * 3. If you selected other please specify. If you did not select other, please enter N/A.

- * 4. Do you have at least one (1) year of data entry experience.
☐ Yes ☐ No
- * 5. If you responded "Yes" to the question above, please describe in detail your data entry experience. Include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/A".
- * 6. Do you have any of the following experience? Please check all that apply.
☐ Reviewing case files
☐ Maintaining and preparing schedules
☐ Organizational Skills
☐ Using automated systems
☐ Customer Service
☐ Time Management /Prioritizing
- * 7. How many years of direct clerical, technical, or administrative experience do you have?
☐ 3 or more years or experience.
☐ 2 years, but less than 3 years or experience.
☐ 1 year, but less than 2 years of experience.
☐ Less than one (1) year of experience.
☐ I have no direct clerical, technical, or administrative experience.
- * Required Question