

## Maryland Judiciary Job Description

	<b>Official Title</b>	Trust Clerk
	<b>Job Code</b>	2454
	<b>Business Title</b>	Trust Clerk
	<b>FLSA Status</b>	Non-Exempt

### POSITION SUMMARY

This position performs specialized clerical, fiscal, technical, and customer service work processing trusts, guardianship, and/or adoption cases in Circuit Courts. Reviews annual fiduciary reports and may have to testify in court on any reporting issues that arise. Work is performed under moderate supervision.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Ensures all pleadings, reports, and orders are entered correctly in case jacket and all administrative actions are updated to reflect current due date status in the court database.
- Prepares all orders signed by the guardianship liaison Judge for docketing and mail distribution by preparing envelopes, copying, true-testing, and mailing.
- Provides support to the Trust Attorney ensuring efficient operation of the Trust Office and the management of guardianship cases.
- Assists the public, attorneys, and other agencies by answering questions regarding guardianship cases both in person and by telephone.
- Reviews, approves, and audits accounting and commissions computations.
- Prepares and examines cases for 2-507 notification and closure by issuing notices to interested persons.
- Checks administrative actions of all guardianship cases regarding due dates.
- Processes and monitors tickler report and pulls trust files according to the cases.
- Reviews exhibited receipts, bank statements, and other supporting documentation to ensure expenditures are compliant with the court order.
- Processes signed Show Cause Orders for delinquent and/or problematic cases.
- Reviews and analyzes a wide variety of time sensitive, confidential, legal pleadings, court orders, memorandums, and correspondence.
- Dockets new cases and documents for delinquent, CINA, TPR, and adoption cases.
- Provides information and guidelines to guardians appointed in guardianship cases.

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## MINIMUM QUALIFICATIONS

### Education and Experience

- High school diploma (or GED equivalent).
- Two (2) years of clerical, fiscal, or accounting work experience.

### Note

- A Bachelor's Degree may substitute two (2) years of required work experience.
- A Paralegal/Associates Degree or 60 college credits may substitute two (2) years of required work experience.
- A Paralegal Certificate may substitute one (1) year of required work experience.

## KNOWLEDGE, SKILLS, AND ABILITIES

### Knowledge of:

- Court forms, practices, procedures, protocols, systems, and equipment required to support the specialized work of the assigned unit(s).
- General office practices, procedures, and equipment.
- Personal Computers and software to include, but not limited to, Microsoft Office Suite.
- Judicial policies, procedures, and forms.

### Skill in:

- Organization and time management.
- Accuracy and attention to detail.
- Basic English and arithmetic to include, but not limited to, spelling, punctuation, addition, subtraction, multiplication, and division.
- Analyzing information, problems, situations, practices, and procedures.
- Verbal and written communication.
- Reading, comprehension, proofreading, and editing.
- Customer service and handling problems tactfully and patiently.
- Usage of standard office equipment, computer equipment, and computer applications.

### Ability to:

- Prioritize and handle multiple projects simultaneously.
- Exercise independent judgment in interpreting and applying appropriate policy, procedure, rule, law, and/or regulation to a situation.
- Follow procedures, verbal and written instructions, and protocols for any given assignment.

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- Use proper grammar, punctuation, and spelling.
- Interpret Maryland Rules of Procedure.
- Communicate clearly, tactfully, and effectively with judges, the public, police agencies, attorneys, and other court officials and personnel, both verbally and in writing.
- Handle sensitive or difficult situations requiring discretion and confidentiality.
- Perform intermediate arithmetical calculations and computations accurately.

### SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees.

### PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position involves *sedentary* work, exerting up to 10 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time; walking and standing are required only occasionally.

### WORKING CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position works in an office or similar indoor environment and is not substantially exposed to adverse environmental conditions. Employees sometimes encounter individuals with known criminal or mental health backgrounds.

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*Maryland Judiciary is an Equal Opportunity Employer.*

<b>Date created:</b>	July 2015
<b>Dates revised:</b>	June 2019; October 2020