

**MANAGING THE JUDICIARY'S
TITLE IV-D CHILD SUPPORT
COOPERATIVE REIMBURSEMENT
AGREEMENT (CRA)**

MANUAL FOR CIRCUIT COURT CLERKS



TABLE OF CONTENTS

I. Basic Information about the Judiciary’s CRA	
A. What is the CRA?	3
B. What are IV-D Activities?	3
C. How Much Money Does the Judiciary Receive Under the CRA?.....	3
D. Who Else Has CRAs?	4
E. Is the CRA a Grant or Contract?.....	4
F. What Rules Apply in Spending These Monies?	4
G. What Happens If We Do Not Use These Funds in Accordance with the CRA or Federal Regulations?	4
II. Budget Planning with the CRA	
A. The CRA Follows the Federal Fiscal Year	5
B. Project Your Needs for Two Fiscal Years	5
III. Managing CRA Positions and Expenditures	
A. Use Staff as Designated in the CRA.....	6
B. Personnel Changes (Form B).....	6
C. Be Sure to Make Anticipated Expenditures Included in the CRA.....	6
D. Federal Program Employee Certification Form (Form F)	7
E. Time Reporting for CRA Employees, Project Timesheets (Form A).....	7
IV. Reporting IV-D Expenditures, Statistical Information and Revenue	
A. Accounting Requirements and Audits.....	8
B. Report Expenditures Using the Title IV-D Expenditure Form	8
C. Report IV-D Court Costs Collected by Using the Daily Transaction Report - RECEIPTS (Form E/Receipt Journal)	8
D. Reporting Deadlines	10
E. Summary of Reporting Requirements	10
Appendix	
Judiciary Clerk Job Description	
Senior Judiciary Clerk Job Description	

*Manuals and available blank forms can be found at
<https://mdcourts.gov/procurement/grants/documents>*

MANAGING THE JUDICIARY'S COOPERATIVE REIMBURSEMENT AGREEMENT (CRA)

A MANUAL FOR CIRCUIT COURT CLERKS

I. BASIC INFORMATION ABOUT THE JUDICIARY'S CRA

A. What is the CRA?

Each year the Maryland Judiciary enters into a “Cooperative Reimbursement Agreement” (CRA) with the Department of Human Services Child Support Administration (CSA) of the State of Maryland. The CSA is the entity in our State designated to receive and administer Federal funds for child support. Through our CRA, the Maryland Judiciary receives Federal funds to reimburse us for the work our courts do to establish, modify and enforce child support orders involving the Offices of Child Support Enforcement. The funds are for work that is authorized under Title IV-D of the Social Security Act.

B. What are IV-D Activities?

The Maryland Judiciary can be reimbursed for activities that qualify as “IV-D” activities. This “Federal financial participation” is available to courts for certain key activities as defined in 45 CFR 304.20 (b) (2-8) and 45 CFR 304.21. This includes the establishment of paternity and the establishment and enforcement of support obligations to the extent that a case involves the local child support agency. In other words, it includes those cases in which a party has assigned the right to establish and enforce orders and collect support through the Maryland Child Support Administration (“agency”). This includes cases in which the party has paid \$25 for the agency to enforce support, or cases in which the parties receive or have previously received public assistance, foster care or medical assistance and have assigned the right to collect support to the State.

Note that IV-D activities do *not* include judicial salaries or other expenses, including training and travel costs, associated with judges. However, those types of expenses can be provided for non-judicial court staff including Magistrates.

C. How Much Money Does the Judiciary Receive Under the CRA?

The Judiciary receives several million dollars each year under the CRA. We receive .66 cents for every dollar spent to support the child support system, excluding judges' salaries and related expenditures.

The Judiciary may include in the CRA costs associated with establishing, modifying and enforcing child support in cases involving the local support agency. Those costs may include salaries and benefits for clerk's office staff, magistrates and non-judge employees. Note that Federal child support funds may *not* be used to reimburse the State for judges' salaries, benefits, or judicial training and travel.

D. Who Else Has CRAs?

Any state entity that contributes to child support establishment, modification or enforcement can enter into a CRA with CSA and be reimbursed for those expenditures. Each local child support office is funded by a CRA. Sheriff's offices often have CRAs through which they are reimbursed for the costs of executing service. Finally, if the court has county-employed support staff that assists magistrates with IV-D work, then the magistrate's office or court administrator may manage a CRA through which the county is reimbursed for its costs in supporting those positions. Note that these county CRAs are *different* from the CRA entered into by the Judiciary. The Judiciary's CRA provides reimbursement for state positions and expenditures only.

E. Is the CRA a Grant or Contract?

The CRA has elements of both a grant and a contract. If we expend resources in activities that are covered by the relevant Federal law, then the Federal government, through the Maryland CSA, must reimburse the State, so long as those items were included in the CRA.

F. What Rules Apply in Spending These Monies?

The Judiciary must agree to abide by certain Federal regulations that govern what type of expenditures may be included. As with all Federal grants, the Judiciary must follow its own procurement and personnel policies in expending those funds. When expenditures are covered by the CRA, it is particularly important that we follow our regular policies.

G. What Happens If We Do Not Use These Funds in Accordance with the CRA or Federal Regulations?

If funds are spent in a manner different than intended by the CRA or proscribed by the Federal regulations, we *cannot* invoice CSA to be reimbursed for those activities. The State loses Federal money it anticipated receiving and funds that were included in the Judiciary budget.

If CSA is incorrectly invoiced for activities, or Maryland Judiciary's policies are not followed, or Federal policies or regulations in expending funds are not followed,

those funds may have to be returned to the Federal government. This may occur after an audit. As a recipient of Federal funds through CSA, the Maryland Judiciary is subject to regular legislative and Federal audits.

II. BUDGET PLANNING WITH THE CRA

A. The CRA Follows the Federal Fiscal Year

Each CRA follows the Federal fiscal year cycle, which begins each year on October 1st. This means that each year of the CRA spans two state fiscal year cycles. *For example, the CRA for the period October 1, 2018, through September 30, 2019, involves State Fiscal Years 2019 and 2020.*

In negotiating the CRA, the Administrative Office of the Courts projects positions and expenditures for each jurisdiction for both state fiscal years, even though it is not always known whether new positions will be required.

B. Project Needs for Three Fiscal Years

Each spring, the Administrative Office of the Courts contacts Circuit Court Clerks to determine which positions need to be included in the CRA for the Federal fiscal year. At that time, each jurisdiction projects the number of positions required and the number of hours each position will devote to Title IV-D activities during the next three federal fiscal years. Changes can be made in position usage when the fiscal year turns over.

The information provided for the CRA is only used to generate the new CRA application. New positions and position changes must be included in the budget requests which are prepared and submitted to the Department of Budget and Finance and State Court Administrator.

III. MANAGING CRA POSITIONS AND EXPENDITURES

A. Use Staff as Designated in the CRA

Once the CRA has been negotiated, justifications for any deviations from the time allocated to work on IV-D matters should be provided to the Judiciary. Under the CRA, the Judiciary will provide the following services relating to Title IV-D cases, specifically: the establishment of paternity and the establishment, enforcement and modification of child support and medical support cases through the offices of the Circuit Court Clerks in all jurisdictions in Maryland. The work of the staff related to

providing these services is considered “IV-D” and, for all clerks working less than 100% of their time on IV-D cases, this time should be reported on their timesheets.

- (1) In accordance with Maryland law, the Clerk’s offices maintain complete records of all support cases, including cases under the Uniform Interstate Family Support Act (UIFSA), paternity actions, and cases involving medical support orders. The Clerks’ offices accept pleadings and papers for filing, make docket entries, and issue summonses and other writs. The Clerks’ offices also assure that court files are available for all hearings, including those before a magistrate, and provide courtroom clerk services for all such hearings.
- (2) When the court authorizes service of an earnings-withholding order for enforcement of a support order, an earnings-withholding order containing, among other information, the name and address of the obligor’s employer shall be provided to the court. The Clerks’ offices shall mail a copy of the earnings withholding order to the designated employer by certified mail and use Form OMB 0970-0154.

Note: *All time must be reported in the quarter that it occurred. Expenditures or staff time not expended in one quarter cannot be made up in later quarters.*

B. Personnel Changes (Form B: Title IV-D Personnel Change Form)

It is essential that your office notify the Administrative Office of the Courts any time there are personnel changes involving an employee included on the CRA. This includes any terminations, vacancies, new hires, or any time you substitute one employee for another, even if only temporarily. Make sure to provide the employee name, PIN, effective dates and any comments or reasons for change. Notify **DJFS** as soon as possible with any changes by emailing the completed form to:

Department of Juvenile and Family Services - cra@mdcourts.gov

C. Be Sure to Make Anticipated Expenditures Included in the CRA

If you planned to use funds for IV-D office expenditures, be sure to expend those funds as anticipated so that the Judiciary and report them in the quarter they occurred so the Judiciary can bill for the expected reimbursement.

D. Federal Program Employee Certification Form (Form F)

“To comply with CFR Part 200 – UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS, employees that are expected to work solely on a single Federal award or cost objective are required to periodically certify that they worked solely on that program for the period covered by the certification.”

Employees that work exclusively on IV-D **must** complete the certification form immediately following the end of each six-month reporting period. Employees at 100% must solely work on the CRA. If the court needs deem it necessary for an employee's workload to deviate from CRA, they **must** report this time separately to the Department of Juvenile and Family Services.

Time Reporting Periods:

- **October 1 through March 31, current year** – forms should be signed April 1, current year, and returned to Department of Juvenile and Family Services.
- **April 1 through September 30, current year** - forms should be signed Oct 1, current year, and returned to Department of Juvenile and Family Services.

E. Time Reporting for CRA Employees, Project Timesheets (Form A)

Federal regulations require that all employees included on the CRA complete a project timesheet that reflects their actual hours worked on IV-D matters (detailed in III. A. above).

- Employees who perform IV-D duties for 100% of the time they are working (whether they are full-time or part-time employees) do not need to complete a separate project timesheet. These employees must complete and sign the *Federal Program Employee Certification Reporting Form* twice a year in April and October and submit to Department of Juvenile and Family Services, Grants Administration (reference Form F above).
- Employees who are only **performing IV-D duties for part of their work week** (whether they are full-time or part-time employees) must complete the IV-D project timesheet, in addition to their regular Judiciary timesheet. The project timesheets must be used to report the actual number of hours that each employee worked on IV-D matters for each pay period (**based on the State's pay schedule**). Both the employee and approving supervisor signatures must be on the timesheet before it can be processed. **Any IV-D Project timesheets not submitted on the current form will be returned.**

Retain originals project timesheets in your office as they are subject to audits by the state and Federal auditors.

Forward a signed, scanned copy to CRA@mdcourts.gov by the 10th day of the following month. Please keep pay close attention to emails announcing the due dates for June timesheets with regards to end of year requirements. (Please make sure the scanned copies are legible.)

IV. REPORTING IV-D EXPENDITURE, STATISTICAL AND REVENUE REPORTS

Blank forms can be found at <https://mdcourts.gov/procurement/grants/documents>.

A. Record Keeping and Accounting Requirements

Please note that all financial records should be maintained for review at a minimum of 5 years based on the Administrative Office of the Courts General Grants Conditions, as stated below:

“Grantees must maintain and make available for audit all records of all expenses related to the grant-funded project, and must reconcile those expenses to the organization’s financial records, financial reports and Grant Invoices. Grantees must keep all financial records relating to their Judiciary grant for a minimum of five years after the end of the grant period. Either hard copy files or electronic grant files are acceptable, unless otherwise stipulated in the Grant Award.”

Additionally, the documentation and calculation of expenditures will be requested each year and must include the following information as requested by CSA:

“The Child Support Enforcement Agency is aware that each child support unit within the respective Clerks’ Offices uses only a percentage of the supplies, photocopies and postage purchased for the entire office. A copy of the actual invoice, however, is required according to the OIG. The invoice must display a cost per unit rate and also be accompanied by a statement showing the cost attributable to the IV-D program services. IF the invoice does not show a cost per unit rate, then the office must provide the methodology used to arrive at the cost of the expenditure.”

B. Report Expenditures Using the Title IV-D Expenditure Form (Form C)

Report expenses you incur for IV-D matters using the form Title IV-D Expenditure Form. The form is set up to record monthly/quarterly expenses. DJFS will provide each jurisdiction custom forms to record expenses by quarter, so a blank version of this form is not available on the website.

- a) At the end of each month, complete the section marked “Completed by Clerks Office” with the incurred monthly expenditures, for each account.
- b) Have expenses approved by Clerk of the Court, Court Administrator or Supervisor (Reports that do not have an approval signature will not be accepted).
- c) Email the Signed and Scanned form to CRA@mdcourts.gov by the **10th day of the following month. Please keep pay close attention to emails announcing the due dates for June Reports with regards to end of year requirements.**

The original document must be retained at your location for audit purposes. (Please make sure the scanned copies are legible.)

C. Report IV-D Court Costs Collected by Using the Daily Transaction Report - RECEIPTS Report.

Any court costs collected by clerks in IV-D matters must be deducted from the reimbursement the Judiciary receives under the CRA. An example of such costs may include court costs billed to and collected from unsuccessful respondents in an IV-D contempt matter.

Report court costs collected by your office in IV-D matters by doing the following:

- a) In UCS you will run a Daily Transaction Report - RECEIPTS Report on the (#1157 Account code) for the entire month. Identify charges that are related to IV-D Child Support and provide a total.
- b) In MDEC, please see instructions for running this report below:

Financial Reporting

There is a fee code in the Family case category – “1408 – Filing Fee – Title IVD.” When taking in monies on this fee code, report the transactions to Family Administration on a monthly basis. Use the **Receipt Journal** report to report the totals for this fee code.

1. On the **Case Manager** home screen, click **Reporting**.
2. Under **Financial Reports**, select **Cash Management**.
3. Select **Receipt Journal**.
4. Enter the fields as shown below. (Choose your own location).
5. Click **Submit**.

This report can be scheduled on a monthly basis and emailed to the clerk who can forward it to Family Administration.

- c) Email the Signed and Scanned form to CRA@mdcourts.gov by the **10th day of the following month.**
- d) The original document must be retained at your location for audit purposes. **(Please make sure the scanned copies are legible.)**
- e)

D. Reporting Deadlines

All Title IV-D reports and timesheets are due by the **10th day** of the following month. June reports special due dates will be announced in May of each year, due to Fiscal Year end deadlines.

Summary of Reporting Requirements

The CRA reporting requirements for clerk's offices are summarized in the table below:


Report Name	When to Submit	Submit To	Notes
IV-D Project Timesheets FORM A *	By 10 th of each month. June Due Dates will be announced.	cra@mdcourts.gov	Retain original in the Clerk's office. <i>Must be on current form, old versions will be returned.</i>
IV-D Personnel Change Form FORM B *	Submit when you have CRA personnel changes.	cra@mdcourts.gov	
Journal Allocation FORM C	Monthly By 10 th of each month. June Due Dates will be announced.	cra@mdcourts.gov	Retain original in Clerk's Office. Be sure to have documentation to back up all expenditures. Back up does not need to be submitted but should be available in the event of an audit.
Daily Transaction Report - RECEIPTS Report	By 10 th of each month. June Due Dates will be announced.	cra@mdcourts.gov	Identify IV-D clerk's fees on the cash register system.
Child Support Administration Federal Program Employee Certification Reporting Form FORM F *	Oct 1 April 1	cra@mdcourts.gov	Retain original in Clerk's Office. Employees working 100% on the Cooperative Reimbursement Agreement (CRA) with the Maryland Department of Human Resources/Child Support Enforcement Administration (CSA).

*Copies of blank forms can be found at <https://mdcourts.gov/procurement/grants/documents>.

Email the Signed and Scanned form to CRA@mdcourts.gov by the **10th day of the following month**. For June, submit by **June 28th**. **The original document must be retained at your location for audit purposes. (Please make sure the scanned copies are legible.)**

Appendix

Maryland Judiciary Job Description

	Official Title	Judiciary Clerk
	Job Code	2433
	Business Title	Docket Clerk
	FLSA Status	Non-Exempt

POSITION SUMMARY

This is an entry-level clerical position performing case processing duties and responsibilities daily which entails a high volume of data entry work for multiple case types to include, but not limited to civil, criminal, and traffic court cases. 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.

- Greets and assists the general public and court related personnel, responding to inquiries regarding the proper completion of various court related forms and information regarding court policies and procedures.
- Provides information about the status of cases or office procedures.
- Prepares case files and ensures that all necessary documents are complete and accurate in accordance with established court procedures.
- Processes and maintains case files by reviewing pleadings, typing docket information, and establishing case file folders.
- Enters new cases and updates existing case information into the court's data systems.
- Reviews and processes legal documents such as bench warrants, bond forfeitures, subpoenas, summonses, appeals, continuances, commitment papers and court dockets.
- Types court notices, transmittals, and orders in accordance with established court procedures.
- Receives, enters, and accounts for all monies received by the court for fines, court costs and other fees, utilizing a computerized cash register.
- Performs a variety of clerical work which may include traffic or civil cases, foreclosures, breach of contracts, garnishments, and other cases filed.
- Processes new cases and sends them out for service of legal process via the Sheriff's Office, private process or certified mail.
- Receives, opens, sorts, and distributes mail to the appropriate section of the court.
- Sorts and files various documents and materials according to an established file classification system.

Maryland Judiciary Job Description

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma (or GED equivalent).
- One (1) year of work experience, preferably in court operations or in the fields of criminal justice, parole and probation, legal or financial services.

Note:

- A Bachelor's Degree may substitute the required work experience.
- A Paralegal/Associates Degree or 60 college credits may substitute the required work experience.
- A Paralegal Certificate may substitute the required work experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- General office practices, procedures, and equipment.
- Standard legal forms and documents used in the Judiciary.
- Basic English and arithmetic to include, but not limited to, spelling, punctuation, addition, subtraction, multiplication, and division.

Skill in:

- Customer service and handling problems tactfully and patiently.
- Typing on a personal computer.
- Accuracy and attention to detail.

Ability to:

- Use standard office and business equipment including, but not limited to, personal computers, word processing, spreadsheets, database software, copier, microfilm machine, register, scanner, fax machine, etc.
- Use and maintain alphabetical and numerical filing systems.
- Communicate clearly, tactfully, and effectively with judges, the public, police agencies, attorneys, and other court officials and personnel, both verbally and in writing.
- Understand and abide by departmental rules, regulations, and procedures.
- Exercise tact, diplomacy, and impartiality in dealing with the public, law enforcement personnel, and attorneys.
- Follow procedures, verbal and written instructions, and protocols for any given assignment.
- Use proper grammar, punctuation, and spelling.

Maryland Judiciary Job Description

- Exercise independent judgment in interpreting and applying appropriate policy, procedure, rule, law, and/or regulation to a situation.

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.

Maryland Judiciary is an Equal Opportunity Employer.

Date created:	July 2016
Dates revised:	October 2020

Maryland Judiciary Job Description

	Official Title	Senior Judiciary Clerk
	Job Code	2434
	Business Title	Mixed Duties Clerk
	FLSA Status	Non-Exempt

POSITION SUMMARY

This is a hybrid clerical position performing both Judiciary Clerk (case processing) and Courtroom Clerk duties and responsibilities on a continuous basis. Requires knowledge of case management, courtroom protocols, and procedures to assist Judges or Magistrates with the daily docket. 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.

- Greets and assists the general public and court related personnel, responding to inquiries regarding the proper completion of various court related forms and information regarding court policies and procedures.
- Performs daily case processing and clerical work including data entry either in civil, criminal, traffic, juvenile, or assignments and provide in person and telephone service to the general public.
- Prepares case files and ensures that all necessary documents are complete and accurate in accordance with established court procedures.
- Processes and maintains case files by reviewing pleadings, typing docket information and establishing case file folders.
- Enters new cases and updates existing case information into the court's data systems.
- Reviews and processes legal documents such as bench warrants, bond forfeitures, subpoenas, summonses, appeals, continuances, commitment papers, and court dockets.
- Types court notices, transmittals, and orders in accordance with established court procedures.
- Receives, enters, and accounts for all monies received by the court for fines, court costs and other fees, utilizing a computerized cash register.
- Performs courtroom clerical work; records proceedings of court activities, prepares necessary forms/paperwork, and enters case dispositions, judgments, postponements, fines, and costs awarded by the judge in the court's case management system.
- Prepares the assigned courtroom for the day's scheduled trials by placing the docket and all necessary paperwork and case files on the judge's bench.
- Processes new cases and sends them out for service of legal process via the Sheriff's

Maryland Judiciary Job Description

Office, private process or certified mail.

- Receives, opens, sorts, and distributes mail to the appropriate section of the court.
- Sorts and files various documents and materials according to an established file classification system.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma (or GED equivalent).
- Two (2) years of work experience, to include one (1) year in court operations or in the fields of criminal justice, parole and probation, legal or financial services.

Note:

- A Bachelor's Degree may substitute the required work experience.
- A Paralegal/Associates Degree or 60 college credits may substitute the required work experience.
- A Paralegal Certificate may substitute the required work experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- General office practices, procedures, and equipment.
- Standard legal forms and documents used in the Judiciary.
- Basic English and arithmetic to include, but not limited to, spelling, punctuation, addition, subtraction, multiplication, and division.

Skill in:

- Customer service and handling problems tactfully and patiently.
- Typing on a personal computer.
- Accuracy and attention to detail.

Ability to:

- Use standard office and business equipment including, but not limited to, personal computers, word processing, spreadsheets, database software, copier, microfilm machine, register, scanner, fax machine, etc.
- Use and maintain alphabetical and numerical filing systems.
- Communicate clearly, tactfully, and effectively with judges, the public, police agencies, attorneys, and other court officials and personnel, both verbally and in writing.
- Understand and abide by departmental rules, regulations, and procedures.
- Exercise tact, diplomacy, and impartiality in dealing with the public, law enforcement personnel, and attorneys.

Maryland Judiciary Job Description

- Apply various court procedures accurately and effectively for assigned courtroom in accordance with courtroom protocols.
- Follow procedures, verbal and written instructions, and protocols for any given assignment.
- Use proper grammar, punctuation, and spelling.
- Exercise independent judgment in interpreting and applying appropriate policy, procedure, rule, law, and/or regulation to a situation.
- Multitask, adjust to situations quickly, set priorities, and handle pressure in a fast-paced environment.
- Pay attention to detail.
- Establish and maintain effective working relationships with other employees, superiors, and/or the general public.

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.

Maryland Judiciary is an Equal Opportunity Employer.

Date created:	July 2016
Dates revised:	October 2020