

# **JOB ANNOUNCEMENT**

## **CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY**

**POSITION TITLE:** Courtroom Assistant

**GRADE:** G-12 (General Clerk IV)

**ANNUAL SALARY:** \$29,803

**LOCATION:** Family Division, Circuit Court for Prince George's County, Upper Marlboro, Maryland

**TYPICAL DUTIES:** The incumbent under the supervision of the Associate Director of Magistrates' Support Staff is responsible for performing administrative and clerical duties in support of family law cases inclusive of Domestic, Child Support, Juvenile and CINA/TPR case types with primary focus on Circuit Court Juvenile Division. Assists the Hearing Officers (Magistrates) during litigation in a hearing room, disseminates Magistrate's recommendations, advice of rights, and charging documents to affected parties and agencies and obtains signatures for court documents. Retrieves court files from the Juvenile Clerk's Office in advance of hearings and presents case files to the Magistrate for actions to be taken. Tracks court jackets concerning failure to appear on delinquency cases. Announces dockets on court days. Delivers court files to Juvenile Judge. Locates case file materials as requested. Maintains status reports and makes copies of court documents. Uses approved telephone techniques to give appropriate information pertaining to the case schedule and/or cases. Answers telephone calls and takes messages. Ensures courtroom is open and ready for hearings. Welcomes callers and routes visitors to appropriate offices or individuals as required. Answers inquiries from the citizens, attorneys, and court-related agencies on litigation and juvenile matters. Ensures courtroom is secured upon the conclusion of scheduled hearings. Uses extreme tact and discretion in maintaining the confidentiality of appropriate letters, records, reports, forms, evidence, case files and memoranda received, used, circulated or disseminated. Assists by performing other clerical duties associated with the position.

### **MINIMUM QUALIFICATION REQUIREMENTS**

High School Diploma /GED plus six (6) months experience performing diverse clerical duties and one (1) year of education above the high school level in computer data entry, secretarial subjects or business administration. Any equivalent combination education, training and experience will also be accepted. Have a broad knowledge of interrelationship among the court, the Clerk's office, and appropriate administrative offices with which the Magistrates interact. Has a working knowledge of Maryland statutes, rules of the court and legal procedures pertinent to matters involving Juvenile Court. Ability to read, understand and follow oral and written instructions. Pass a keyboard-typing test of 30 wpm. Ability to exercise a high degree of judgment, tact, diplomacy and competence in dealing with Judges, Magistrates, public officials, the citizens, professional personnel, attorneys and witnesses. Ability to speak Spanish is a plus. Applicants are subject to background check. A completed Circuit Court for Prince George's County Employment Application must be submitted for this announcement. Applications can be obtained at the address below.

**CLOSING DATE:** All completed applications (walk-in, postal mail, e-mail, and courier mail) **MUST** be received in the Office of Human Resources no later than 5:00 p.m. on **May 1, 2015**.

**APPLY TO:** Director of Human Resources  
Court Administrative Office  
Room M2407, Court House  
Upper Marlboro, MD 20772  
FAX (301) 952-4447 / E-Mail: [Humanresources@co.pg.md.us](mailto:Humanresources@co.pg.md.us)

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

The Circuit Court for Prince George's County is an Equal Opportunity Employer, Committed to Diversity in the workplace.

This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability.

**Reasonable accommodation upon request.**