


Maryland Judiciary Job Description

	Official Title	Lead Judiciary Clerk
	Job Code	2424
	Business Title	Lead Docket Clerk
	FLSA Status	Non-Exempt

POSITION SUMMARY

This is a clerical position performing case processing duties and responsibilities in a lead capacity which consists of training, assigning, reviewing, and approving work of other clerical staff. Work is performed under general 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.
- Responds to more difficult inquiries and resolves issues and/or handles irate customers to ensure proper completion of various court-related forms and information regarding court policies and procedures.
- Provides direction to, assists in training of, and aids in reviewing work of staff.
- Orients new staff members to the workflow and processes of the unit.
- 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.
- Processes new cases and sends them out for service of legal process via the Sheriff's Office, private process or certified mail.

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- Provides information about the status of cases or office procedures.
- 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.
- May assist in the selection of new employees.
- May provide input to supervisor regarding performance assessment of staff.

MINIMUM QUALIFICATIONS

Education and Experience

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

Note:

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- General office practices, procedures, and equipment.
- Job related terminology, codes, comments, notations, orders, policies, procedures, rules, regulations, and laws.
- Court forms, practices, procedures, protocols, systems, and equipment required to support the specialized work of the assigned unit(s).
- 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.
- Active listening, empathy, problem solving, and communication.
- Accuracy and attention to detail.
- Typing on a personal computer.

Ability to:

- Use and maintain alphabetical and numerical filing systems.

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- 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.
- Communicate clearly, tactfully, and effectively with judges, the public, police agencies, attorneys, and other court officials and personnel, both verbally and in writing.
- Provide assistance, guidance, and direction to others in a polite and efficient manner.
- Exercise tact, diplomacy, and impartiality in dealing with the public, law enforcement personnel, and attorneys.
- Understand and carry out complex verbal and written instructions.
- Apply job-related terminology, policies, procedures, regulations, and laws to define problems, collect data, establish facts, record data, appropriately complete forms, and provide information to customers.
- Pay attention to detail.
- Establish and maintain effective working relationships with other employees, subordinates, superiors, and/or the general public.
- Work within time constraints, meet fixed deadlines, and demonstrate good organizational skills.

SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees but provides instruction and guidance to staff and leads the work unit.

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.

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Date created:	July 2016
Dates revised:	October 2020