


Maryland Judiciary Job Description

	Official Title	Lead Records Assistant
	Job Code	2073
	Business Title	Lead Records Assistant
	FLSA Status	Non-Exempt

POSITION SUMMARY

This position performs lead work for the Records & Reproduction office. Performs clerical work, including maintaining, retrieving, and copying of court related documents and records. Responsible for distributing and monitoring work to Records Clerks and provides training to new employees. This position prepares, sorts, and files documents, fulfills customer requests by searching and providing copies of court records, and collects fees for reproduction of documents. Prepares files for court hearings and performs data entry. 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.

- Provides training and leadership to employees in the mail, copy and file room; distributes and monitors work, as needed.
- Picks up files from various departments, scans files into court filing system, pulls files within the courthouse and offsite, and delivers to departments.
- Assists customers at the front counter, answers questions, pulls files, makes copies, and collects fees.
- Receives and picks up exhibits and transcripts from different departments, makes docket entry in computer systems, and files in correct location.
- Pulls closed case exhibits from storage, determines need for destruction and makes docket entry in computer system.
- Picks up, unloads, sorts, and delivers mail and delivers outgoing mail to the post office.
- May deliver court deposits and security tapes to banks.
- Establishes and maintains effective working relationships within the department, governmental agencies, and the general public.
- Makes recommendations concerning improved operating procedures, updates manuals, and provides input as to performance evaluations and disciplinary actions.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma (or GED equivalent).

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- Two (2) years of related work experience which must include records maintenance and files management experience.

Licenses, Registration, and Certifications

- Possession of a standard driver's license, if courier services are required.

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:

- Job related terminology, codes, comments, notations, orders, policies, procedures, rules, regulations, and laws.
- General office practices, procedures, and equipment.
- Public access rules.
- Office equipment including, but not limited to, computers, telephones, copiers, scanners, fax machines, etc.
- Alpha, numeric, and case filing systems.
- Judicial policies, procedures, and forms.

Skill in:

- Managing priorities to meet critical deadlines while multitasking.
- Organization and time management.
- Interpersonal communication and relations.
- Basic English and arithmetic to include, but not limited to, spelling, punctuation, addition, subtraction, multiplication, and division.
- Reading, comprehension, proofreading, and editing.
- Customer service and handling problems tactfully and patiently.

Ability to:

- Work within time constraints, meet fixed deadlines, and demonstrate good organizational skills.
- Follow procedures, verbal and written instructions, and protocols for any given assignment.
- Solve practical problems and handle sensitive or difficult situations.

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- Communicate clearly, tactfully, and effectively with judges, the public, police agencies, attorneys, and other court officials and personnel, both verbally and in writing.
- Articulate directions, instructions, and information.
- 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.
- Exercise independent judgment in interpreting and applying appropriate policy, procedure, rule, law, and/or regulation to a situation.
- Provide coverage in the unit when there is a shortage of staff.
- Use and maintain alphabetical and numerical filing systems.
- 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.

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 *medium* work, exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

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 2019; October 2020