


# Maryland Judiciary Job Description

	<b>Official Title</b>	Senior Judiciary Clerk
	<b>Job Code</b>	2434
	<b>Business Title</b>	Mixed Duties Clerk
	<b>FLSA Status</b>	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

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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.

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- 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.

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*Maryland Judiciary is an Equal Opportunity Employer.*

<b>Date created:</b>	July 2016
<b>Dates revised:</b>	October 2020