


Maryland Judiciary Job Description

	Official Title	Senior Records Assistant
	Job Code	2072
	Business Title	Senior Records Assistant
	FLSA Status	Non-Exempt

POSITION SUMMARY

This position prepares, sorts, and files documents, fulfills customer requests by searching and providing copies of court records, provides related customer service, and collects fees for reproduction of documents. This position is responsible for filing, repairing, duplicating, and distributing court files in the Circuit Court. Prepares files for court hearings and performs data entry. 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.

- Pulls numerous case files daily for court docket, the public, court related agencies, and court staff.
- Locates and photocopies judicial files for customers, determines fees, collects payments, and operates computerized cash register.
- Collects fees and reconciles cash register drawer daily.
- Researches record requests received by mail and fax, reproduces appropriate documents, and certifies copies of motions, transcripts, and files.
- Performs scanning of liens and judicial files and reviews for accuracy; prepares files for transmitting to the Maryland Archives.
- Retrieves files from various departments, scans into court filing system, pulls files from offsite locations, and delivers, as appropriate.
- Receives and picks up exhibits and transcripts, makes docket entry in computer system, pulls closed case exhibits from storage, and determines need for destruction.
- Assists the public in person and via telephone regarding copies, court records, record searches, case numbers, and charges.
- Picks up, unloads, sorts, and distributes mail.
- Delivers court deposits and security tapes to banks using state vehicle.
- Completes special projects with others and/or independently, as assigned.
- Completes highly sensitive assignments within specific timeframes, as needed.
- May perform basic data entry.

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MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma (or GED equivalent).
- One (1) year of work experience in records/file maintenance.

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:

- General office practices, procedures, and equipment.
- Office equipment including, but not limited to, computers, telephones, copiers, scanners, fax machines, etc.
- Public access rules.
- Alpha, numeric, and case filing systems.
- Court forms, practices, procedures, protocols, systems, and equipment required to support the specialized work of the assigned unit(s).

Skill in:

- Basic typing.
- Organization and time management.
- 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.

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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.
- Use and maintain alphabetical and numerical filing systems.

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 *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