

# Circuit Court for Anne Arundel County



## COURT ADMINISTRATION OFFICE MANAGER

(OFFICE OF THE COURT ADMINISTRATOR)

### POSITION DESCRIPTION

The Court Administration Office Manager coordinates and oversees administrative duties in the Court Administrator's Office and ensures that the office operates efficiently and smoothly. Responsibilities range from greeting visitors and managing office supplies to overseeing payroll functions and supporting staff with administrative tasks like scheduling meetings.

This position works for the Judicial branch of government and is funded through Anne Arundel County. The Court Administration Office Manager works under the direct supervision of the Court Administrator, with general oversight provided by the Director of Court Operations and the Administrative Judge.

### MINIMUM QUALIFICATIONS

A bachelor's degree in business administration, communications, or a related field is required, but direct relevant experience may be substituted. This position needs to be highly organized, self-motivated, and attentive to detail. This candidate must maintain a positive attitude in the workplace and possess the capability to manage confidential information with the utmost professionalism and discretion.

### NATURE AND VARIETY OF WORK

The Court Administration Office Manager is a full-time position that supports all aspects of court operations, including, but not limited to:

- Answer judicial, staff, and public inquiries by phone and email.
- Assist the Court Administrator and Director of Court Operations in managing the daily and long-term administrative and strategic operations and priorities of Court Administration.
- Execute all purchasing functions, including processing invoices, procurement card allocations and encumbrances, expense/travel/employee reimbursements, and purchase orders.
- Meet time-sensitive deadlines by preparing, submitting, and maintaining personnel action authorizations, background investigations, hiring and separation packages, payroll, and leave balances.
- Assist with tasks involving fiscal reporting, audits, and reimbursements.
- Review and track annual budget expenditures; adjust as needed through journal entries.

- Manages court employee files by updating and maintaining accurate personnel records and ensuring they are accessible to administration. Regularly applies knowledge of personnel policies, including FMLA and ADA, in the management of these files.
- Work with various county and state departments to enter IT, maintenance, and custodial work orders.
- Assist with the coordination and financial tasks during courthouse renovations and projects.
- Maintain effective relationships with members of the judiciary, AOC, JIS, and various governmental agencies.
- Serve as the Agency Procurement Card Coordinator and Backup ADA, Interpreter, and Court Dog Coordinator.
- Responsible for managing, ordering, and distributing office supplies, including but not limited to water and paper, for court staff.
- Responsible for promptly notifying the public, including the media, about court closures.
- Liaise with various county offices to coordinate tasks based on current procedures and regulations.
- Other duties as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong written and verbal communication skills.
- Ability to maintain a high degree of confidentiality and work effectively as a team player.
- Excellent organizational, problem-solving, and interpersonal skills.
- Ability to exercise judgment, tact, and competence in dealing with judges, attorneys, court staff, and the public.
- Ability to prioritize and manage multiple assignments and tasks.
- Proficient in Microsoft Office and Google Suite.
- Working knowledge and understanding of the structure of Maryland Courts.
- Software Proficiency: CONNECT, Enterprise One, Maryland Electronic Courts.
- Administrative, human resource, finance, management, or operations experience.

**SALARY/BENEFITS:** The Court Administration Office Manager is a full-time grade 17 county position. The position includes health insurance, paid leave, and pension benefits. Minimum starting annual salary is \$69,126.00 and will be commensurate with direct relevant experience. Please click [here](#) for more information on the salary range for a grade 17 county position.

**APPLICATION PROCEDURE:** **OPEN UNTIL FILLED.** Interested candidates should submit a cover letter, resume, and list of three references as a **SINGLE PDF** document to [OfficeofCourtAdministration@mdcourts.gov](mailto:OfficeofCourtAdministration@mdcourts.gov).