



CECIL COUNTY GOVERNMENT POSITION ANNOUNCEMENT

CECIL COUNTY CIRCUIT COURT **ADMINISTRATIVE ASSISTANT- PART TIME**

Cecil County Circuit Court is seeking a part time **Administrative Assistant**, with a starting hourly rate of \$20.62. This position provides administrative and secretarial support for the Circuit Court, primarily to the Family Support Services Office. Circuit Court administration and supervision provided by the County Administrative Judge and the Circuit Court Administrator. This position will work 24 hours per week (Three 8 hour days) and will serve at the pleasure of the Circuit Court Judges. PTO, State Retirement and workers comp benefits included (Grade 112G)

Position requirements: High School Diploma or G.E.D.; Associates degree preferred; two (2) or more years clerical/secretarial experience in the legal field preferred; or equivalent technical training, education and experience; ability to maintain confidential information; valid Driver's License.

Duties: Composes and organizes routine correspondence. Performs data entry. Establishes and maintains files. Compiles and assists with statistics for grant(s). Prepares various reports, orders and other paperwork. Schedules appointments and interviews. Prepares purchase requisitions and subsequent vouchers. Gathers, sorts and distributed mail. Serves as information desk for the Circuit Court. Assists other Circuit Court departments as needed.

Application Procedure: Please go to www.ccgov.org to complete an application/ submit a resume.

Cecil County Government is an Equal Opportunity Employer and does not discriminate because of race, color, age, sex, religion, national origin, political affiliation, or handicap.
EOE/AA/ADA.