

# JOB ANNOUNCEMENT

## CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

**POSITION TITLE:** Receptionist – Court Administration and Assistant to the Bail Bond Commissioner

**GRADE:** G-15 (Administrative Aide II)

**ANNUAL SALARY:** \$35,890 - \$42, 000

**LOCATION:** Bail Bond Commissioner's Office, Circuit Court for Prince George's County, Upper Marlboro, Maryland

**TYPICAL DUTIES:** The incumbent, under the supervision of the Bail Bond Commissioner, is responsible for assisting in the day to day operations of the Bail Bond/ Court Administration office. Duties include, but not limited to, retrieving bail bond papers from District Court Commissioner's office; entering bail bond documents into the bail bond management database; reviewing bondsmen accounts periodically to ensure compliance with bail bond standards; verifying all petitions submitted for judge's signature; recording and tracking all bond forfeitures and expungements in the database; billing and collecting fees; serving as a receptionist for the Court Administration /Bail Bond Commissioner office; receiving and greeting visitors; assisting in maintaining inventory and the neatness of the supply room. Performs other duties as assigned.

### **MINIMUM QUALIFICATION REQUIREMENTS**

High school diploma/GED and 3+ years of administrative support required. Candidate must have a working knowledge of modern office practices and the ability to perform at a high degree of independence, discretion, and confidentiality. Knowledge of Microsoft Office Suite and proficient in using database systems is required. Court knowledge is a plus. Possess exceptional oral and written communication skills. Demonstrates a proactive approach to problem-solving with strong decision-making capability. Ability to establish and maintain effective working relationships and use professionalism, tact, diplomacy and competency in dealings with judges, attorneys, public officials, and colleagues. Possess strong organizational skills, ability to achieve high performance goals and meet deadlines in a fast-paced work environment. Court system and/or County government experience strongly preferred. Ability to speak Spanish is a plus. Applicants are subject to a background check. A Circuit Court for Prince George's County Employment Application must be submitted for this announcement and is available at <https://princegeorgescourts.org/jobs.aspx>.

### **ADDITIONAL INFORMATION**

Applicants must pass a typing test of 35 wpm.

**CLOSING DATE:** Applications must be received by 5 p.m. EST on Friday July 27, 2018.

**APPLY TO:** Department of Human Resources  
Room M2407, Courthouse, Upper Marlboro, MD 20772  
FAX (301) 952-4447 E-Mail: [Humanresources@co.pg.md.us](mailto:Humanresources@co.pg.md.us)

**Eligibility to Work:** Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

**The Circuit Court for Prince George's County is an Equal Opportunity Employer committed to diversity in the workplace. This Court does not discriminate based on Race, Religion, Color, Sex, Age, National Origin or Disability.**

Reasonable accommodation upon request.