

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Hearing Room Clerk

GRADE: G-15 (Administrative Aide II)

ANNUAL SALARY: \$35,535 - \$36,307

LOCATION: Family Division, Circuit Court for Prince George's County, Upper Marlboro, MD

TYPICAL DUTIES: The in candidate, under the supervision of the Family Division Associate Director for Magistrates' Support Staff, is responsible for providing administrative and clerical support to Hearing Officers (Magistrates). Duties include but are not limited to: transcribing oral dictation; completing appropriate paperwork and merging court dockets prior to hearings; completing follow-up work on cases after scheduled hearings; performing data entry; training new courtroom personnel on digital recording system, courtroom procedures and responsibilities; ensuring timely processing of all cases using correct format for all correspondence, memoranda, and orders; testing and monitoring recording equipment before hearings; ensuring recordings are on for the duration of court hearings; updating and processing Proposed Order of Court for dissemination to attorneys and litigants; preparing daily Disposition Sheets for timely distribution to Calendar Management; accounting for all case files scheduled for hearings; ensuring timely and appropriate delivery of files at the conclusion of hearings; and; maintaining confidentiality of court records and reports. Performs other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

Associates Degree or at least two (2) of administrative assistant and technical clerical experience. Any equivalent combination of relevant education, training and experience will also be accepted. Ability to perform responsible secretarial duties which includes transcribing oral dictation. Must be proficient in typing and shorthand where required. Ability to exercise a high degree of judgment, demonstrate diplomacy and exemplify competence interacting with judges, magistrates, attorneys, public officials, litigants, co-workers and the general public. Ability to speak Spanish is a plus.

ADDITIONAL INFORMATION:

All applicants are subject to a background check. Applicants must pass a typing test of 35 wpm, and proofread and correct a Proposed Order of Court.

REQUIRED INFORMATION

A Circuit Court for Prince George's County Employment Application and Supplemental Questionnaire must be submitted for this announcement. Employment Applications are available at <http://princegeorgescourts.org/jobs.aspx>.

CLOSING DATE: Opened Until Filled

Apply To: Department of Human Resources
Court Administrative Office
Room M2407, Court House
Upper Marlboro, MD 20772
FAX (301) 952-4447 E-Mail: 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 on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability

Reasonable accommodations upon request.

Hearing Room Clerk – Supplemental Questionnaire

1. Do you have at least two (2) years of experience working as an Administrative Assistant?

- a. Yes
- b. No

2. If you responded "Yes" to question # 1, please describe in detail your experience working as an Administrative Assistant and include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/A".

3. Do you have any of the following administrative experience? **Please circle all that apply.**

- a. Drafting/Composing Memorandum
- b. Data Entry Experience
- c. Office Management to include: faxing, copying, scanning, mailing incoming and outgoing correspondence
- d. Editing and Proofreading Documents

4. Do you have any of the following technical clerical experience? **Please circle all that apply.**

- a. Typing and Word Processing
- b. Transcribing oral dictation
- c. Microsoft Office Skills
- d. Customer Service Skills

5. If you responded "Yes" to question # 4, please describe in detail your technical clerical experience and include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/A".

6. Do you have any court experience?

- a. Yes
- b. No

7. If you responded "Yes" to question # 6, please describe in detail your court experience and include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/A".