

## Circuit Court for Baltimore City Juvenile Court Secretary

The Family Division of the Circuit Court for Baltimore City is seeking an experienced, energetic and motivated individual with strong administrative, communicative, interpersonal, and organizational skills. We are seeking a team player who is detailed oriented with the ability to multi-task and work under pressure to provide support to the Magistrates in the Juvenile Division.

### Duties will include:

- Typing correspondence, reports and other documents as required.
- Assists in assignments through the court case management system including creating, maintaining and monitoring user identification profiles
- Coordinates activities with the Maryland Administrative Office of the Courts (AOC) regarding attendance reports and other information for the Magistrates.
- Assists in court related agencies, attorneys and the general public regarding court policies, procedures and operations.
- Schedules meetings, prepares agendas and assists with special projects for the Magistrates as required
- Maintain records and provide written reports and needed
- Other duties as assigned by supervisor

### Required Knowledge, Skills and Abilities

- Ability to work independently and exercise discretion in complex situations
- Proficient knowledge of grammar, spelling punctuation and vocabulary
- Possess excellent computer skills utilizing Microsoft Office

### Minimum Education and Experience Requirements

- High school diploma or GED certificate (two years of experience in working in a court related setting preferred)
- Minimum of five (5) years' experience as an executive assistant to a manager level position

This is a full time position with benefits with a salary of \$45,659.00. Closing date for application is **August 17, 2018**. Please send a resume and letter of interest to:

Ms. Kathe Hammond, Human Resource Officer  
Circuit Court for Baltimore City  
111 N. Calvert Street, Room 244  
Baltimore, Maryland 21202  
[Kathe.Hammond@mdcourts.gov](mailto:Kathe.Hammond@mdcourts.gov)  
Fax: 410-396-1545  
\*\*No phone calls please

The Circuit Court for Baltimore City is an Equal Opportunity Employer.

**The Circuit Court is committed to maintaining an Alcohol & Drug Free Work Environment.**