

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

APPLICANTS WHO APPLIED FOR THIS POSTION THAT CLOSED ON AUGUST 31, 2018, DO NOT NEED TO REAPPLY

Position: Administrative Aide to Family Magistrates (WILL WORK A MAXIMUM OF 1000 HOURS PER YEAR)
INCUMBENT MUST WORK A MINIMUM OF TWO DAYS PER WEEK, AND BE FLEXIBLE ENOUGH TO WORK ADDITIONAL DAYS DURING THE WEEK, IF NEEDED.

Grade and Class Title: Grade 17, Administrative Aide III

Annual Salary: \$21.00 - \$24.00 per hour (Partially Grant Funded)

Location: Family Division, Circuit Court for Prince George's County, Upper Marlboro, Maryland

Typical Duties: The incumbent under the supervision of the Associate Director of Magistrates' Support Staff is responsible for performing a variety of responsibilities and advanced level administrative duties in family law cases including Domestic Cases, Child Support Cases, and other related matters. Handles court documents daily in order to ensure timely processing of all cases. Maintains inventory control through court case tracking system; retrieves case status and location through the automated information systems of the Court; tracks all aspects of the case docket entries, action taken, filings, and parties involved; and reviews cases for accuracy prior to sending them to the next destination. Prepares letters, memoranda, recommendations, orders, narrative reports, and related materials as required. Types proposed orders from law hearings; proofreads orders completed by Courtroom Clerks; and places correspondence and any other filings in court jacket for presentation to the Magistrate. Works in conjunction with Calendar Management Office to obtain dates for postponed cases or cases requiring additional time or testimony. Conducts Scheduling Conferences as a Case Manager and maintains accurate records, scanning and reports as required. Greets, screens, and interacts effectively with Judges, Magistrates, attorneys, coworkers, and the public as needed. Maintains Magistrate's appointment calendar and prepares and submits leave requests and timesheets. Performs other tasks and duties that may not be specifically listed but are within the general occupational category.

MINIMUM QUALIFICATION REQUIREMENTS

Must have either: 1) Worked at least four (4) years as an Administrative Aide III; or 2) An Associate's Degree in Business Administration, one of the Social Sciences, or related field plus one (1) year of secretarial/administrative experience; or 3) A High School Diploma or GED plus four (4) years of experience as a senior level Administrative Assistant. Knowledge of modern office practices, procedures and equipment. Good automation skills and understanding of information technology is needed. Excellent organizational and record keeping skills. Ability to interact professionally with Judges, Magistrates, court staff, public, and co-workers. Must have excellent oral and written communication skills, and be proficient on Microsoft Office. Must pass a typing test of 40 words per minute and a proofreading test. Ability to speak Spanish is a plus.

ADDITIONAL 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: Applications must be received by 5 p.m. EST on Wednesday, October 24, 2018.

APPLY TO: Department of Human Resources, Court Administrative Office,
Room M2407, Courthouse, 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. Applicants may obtain a copy of the Circuit Court for Prince George's County EEOP Utilization Report upon request.

Reasonable accommodations upon request.

Administrative Aide to Family Magistrates-Supplemental Questionnaire

1. Do you have at least four (4) 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. If you answered "No" to question #1, do you possess an Associates of Art degree or higher plus one (1) year of Administrative Assistant experience?

A. Please select your field of study.

- a. Business Administration
- b. Social Science
- c. Other Please Specify: _____

B. 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".

4. Do you have any of the following advanced secretarial/administrative experience? **Please circle all that apply.**

- a. Draft/Compose Memorandum
- b. Manage Supervisor's Calendar
- c. Office Management (faxing, copying, scanning, mailing incoming and outgoing correspondence)
- d. Editing and Proofreading Documents