

**Circuit Court for Howard County
Position Announcement**

Job Title: Office Assistant II

**Position Type: Part-time/32 hours
(including benefits)**

Opening Date: April 18, 2018

Closing Date: May 2, 2018

Grade/Salary Range: C \$15.02 -15.51 per hr.

**Starting salary: commensurate with education
and experience**

This position performs administrative support for the Court Administrator and the Deputy Court Administrator. Work may include a variety of clerical and manual tasks. The incumbent will report to the Court Administrator.

Essential Functions:

- Provide general administrative and clerical support including receiving and distributing communications, collecting and mailing correspondence, scanning, faxing and copying documents for the Court Administration Office;
- Prepare and modify memos and emails, which may include confidential and time sensitive material;
- Answer calls and provide general information to the public, court staff and other county and state agencies;
- Develop and maintain an electronic and hard copy filing system;
- Manage the Court Administration calendar, which includes the coordination of appointments, meetings and room reservations;
- Coordinate staffing and cover the information desk as needed;
- Provide general support to courthouse visitors;
- Assist with inventory and stock supplies for administrative staff; including checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations;
- Other clerical duties as assigned.

Knowledge, Skills and Abilities:

- Working knowledge of Windows based applications with an emphasis on Word and Excel;
- The ability to exercise discretion and independent judgment and interpersonal skills to interact effectively with all levels of professionals (judges, attorneys, court personnel, the public, etc.);
- Excellent organizational skills, the ability to establish priorities, be adaptable, and multi-task oriented;
- The ability to communicate effectively both orally and in writing, using proper grammar, syntax and spelling.

Experience: Preferred experience includes one year of experience in a courthouse or similar office setting.

Education: Possession of a High School Diploma or GED.

Please submit a resume, salary history and references (e-mail preferred) stating the position title by 11:59 pm of the closing date to:

Deidre Barksdale
Circuit Court for Howard County
8360 Court Avenue
Ellicott City, MD 21043
dbarksdale@howardcountymd.gov

The Circuit Court for Howard County is a drug-free workplace and an equal opportunity employer and values diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview may request such assistance in advance of an interview. The candidate selected for this position will be subject to a background check and must be a US citizen or eligible to work in the US. A criminal background check will be done prior to hiring of individual.