

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Procurement/Accounts Clerk

CLASS TITLE: Procurement Officer I

GRADE: G-18

ANNUAL SALARY: \$48,000 - \$55,000 (Negotiable, based on education and work experience)

LOCATION: Court Administrative Office, Circuit Court for Prince George's County, Upper Marlboro, MD

TYPICAL DUTIES: The incumbent, under the supervision of the Fiscal Manager is responsible for the collection/payment/refund of court fees and ordering of the office equipment and supplies. Primary responsibilities include but are not limited to maintaining general and subsidiary financial records, journal entries, preparing reports, utilizing automated systems, verifying data, posting account information, researching/resolving discrepancies, collecting checks/cash payment fees associated with court related services, performing daily reconciliation of collections, maintaining and communicating with the Central Collection Unit on processing outstanding fees accessed by the Circuit Court, ordering supplies requested for the Judges' Chambers and other offices within the Circuit Court, maintaining inventory of supplies, obtaining and organizing data effectively, and performing other tasks and duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

Associate's Degree in Accounting, Business Administration or Public Administration, plus two (2) years of experience performing accounting, bookkeeping or financial functions with data processing applications. An equivalent combination of education and experience may be substituted. Have a working knowledge of modern computerized or manual inventory systems, business mathematics, accounting and spreadsheets. Have excellent record keeping skills and ability to interact professionally with court, public officials, and colleagues. Possess excellent communication skills. Ability to speak Spanish is a plus. Applicants are subject to background check. A Circuit Court for Prince George's County Employment Application must be submitted for this announcement. Applications are available at the address below or under the Judicial section on the Prince George's County's Website:

<http://princegeorgescourts.org/jobs.aspx>

CLOSING DATE: Applications must be received by 5:00 p.m. EST on Wednesday, May 2, 2018.

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.

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 available upon request.