

Maryland Judiciary Job Description

	Official Title	County Clerk
	Job Code	171
	Business Title	County Clerk
	FLSA Status	Exempt

POSITION SUMMARY

This at-will position consists of supervisory and administrative work providing oversight to the entire operation of a county court location within a district of the District Court of Maryland. Employees in this class supervise and coordinate the work of traffic, criminal, civil, accounting, and/or court interpreters. Manages the building services for the county where they are assigned. These positions exist in districts with more than one county. Employees in this classification receive managerial direction and limited supervision from the Administrative Clerk for that district.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Plans, assigns, directs, and coordinates the work of subordinate supervisors and clerical staff to ensure efficient and accurate completion of work according to established guidelines.
- Supervises all aspects of the District Court's operation within a county court location, including facility maintenance, operations, and procurement of repairs.
- Recommends modifications to procedures and systems to improve processing time, accuracy, and efficiency.
- Hires, trains, schedules, counsels, disciplines, and evaluates subordinate staff.
- Coordinates the work of the county court location with the Administrative Clerk.
- Serves as the local court expert on procedural questions providing interpretation and guidance to employees, law enforcement personnel, attorneys, and the public, particularly on difficult or unusual cases.
- Serves on task forces, various committees and/or workgroups to review, evaluate, and/or recommend changes to policies, procedures, rules, and/or systems that impact District Court operations.
- Makes staff adjustments to ensure all functional areas are appropriately staffed in relation to caseloads.
- Establishes and maintains case filing systems.
- Assesses problems, issues, and conflicts in collaboration with subordinate supervisors and, depending on the complexity and scale of the situation, either resolves the matter or recommends a solution.

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- Retrieves information and prepares various financial and caseload statistical reports for management, as required.
- Writes, and/or assists in writing, policies and procedures and implements the same with staff.
- Prepares correspondence on a variety of court-related matters, internally and externally.
- Serves as liaison between the county court location and other agencies or stakeholders.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree from an accredited college or university.
- Seven (7) years of work experience in court operations in a trial or appellate court in the United States, or in the fields of criminal justice, parole and probation, or legal or financial services, to include four (4) years of the aforementioned court experience.
- The required experience also must include three (3) years of supervising court staff.

Note:

- Additional court work experience, as defined above, may be substituted on a year for year basis for up to four (4) years of the required education.
- Successful completion of the Court Supervisor/Manager Certificate Program may be substituted for one (1) year of the required education.
- Successful completion of the Institute for Court Management Certification Program may be substituted for up to two (2) years of the required education.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Maryland court policies, procedures, state and federal laws, and required forms for various types of court cases and the implication each of these may have on the accounting operations of the court.
- Maryland Judiciary Human Resources policies and procedures.
- Maryland court systems and operations.
- Appeal practices and procedures.
- The principles of office management and supervision.

Skill in:

- Oral and written communication.
- Guiding employees in demanding situations.
- Interpersonal communication and interactions.

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- Problem solving, prioritizing, scheduling, and decision making.
- Collaborative leadership.
- Analyzing information, problems, situations, practices, and procedures.
- Applying job-related terminology, codes, policies, procedures, rules, regulations, and laws.

Ability to:

- Plan, coordinate, supervise, and evaluate the work of staff of a county District Court.
- Apply job-related terminology, policies, procedures, regulations, and laws to define problems, collect and record data, establish facts, appropriately complete forms, and provide information to customers.
- Develop, revise, establish, or implement office procedures and practices.
- Perform administrative duties related to court management.
- Exercise tact, diplomacy, and impartiality in dealing with the public, law enforcement personnel, and attorneys.
- Interpret Maryland Rules of Procedure.
- Communicate clearly, tactfully, and effectively with judges, the public, police agencies, attorneys, and other court officials and personnel, both orally and in writing.
- Conduct research on, and problem solve for, complex issues, concerns, or situations that may often arise.
- Recommend modifications to improve procedures and practices.
- Exercise independent judgment in interpreting and applying appropriate policy, procedure, rule, law, and/or regulation to a situation.
- Express ideas concisely and clearly, both orally and in writing, as well as understand and follow oral and written instructions/directives.
- Prioritize and handle multiple projects simultaneously.
- Resolve unusual and/or complex situations in accordance with established procedures or assist staff in resolving cases requiring deviation from standard procedures.

SUPERVISORY RESPONSIBILITIES

This position has formal supervisory responsibilities over other employees.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

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This position involves *sedentary* work, exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time; walking and standing are required only occasionally.

WORKING CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

This position works in an office or similar indoor environment and is not substantially exposed to adverse environmental conditions. Employee sometimes encounter individuals with known criminal or mental health backgrounds.

Maryland Judiciary is an Equal Opportunity Employer.

Date created:	August 2018
Dates revised:	February 2020; October 2020; January 2024