


## Maryland Judiciary Job Description

	<b>Official Title</b>	County Clerk
	<b>Job Code</b>	171
	<b>Business Title</b>	County Clerk
	<b>FLSA Status</b>	Exempt

### POSITION SUMMARY

This at-will position consists of supervisory and administrative work providing oversight to the entire operation of a county court location 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 the assigned District Court.

### 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.
- Supervises all aspects of the District Court's operation, 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 assigned court location with the Administrative Clerk for the District.
- Makes staff adjustments to ensure all areas are proportionately staffed in relation to caseloads.
- Establishes and maintains case filing systems.
- Assesses problems, issues, and conflicts together with subordinate supervisors and, depending on the complexity and scale of the situation, either resolves or recommends solution.
- 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.
- Serves as liaison between the court and other agencies.

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## MINIMUM QUALIFICATIONS

### Education and Experience

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

### Note:

Additional court work experience, as defined above, may substitute on a year for year basis for up to four (4) years of the required education.

## KNOWLEDGE, SKILLS, AND ABILITIES

### Knowledge of:

- Maryland Judiciary's policies, procedures, laws, and forms involving various types of court cases and the implication each of these have on the accounting operations of the court.
- Judiciary Human Resources policies and procedures.
- Maryland Judiciary Court systems and operations.
- Appeal practices and procedures.
- The principles of office management and supervision.

### Skill in:

- Verbal and written communication.
- Guiding employees in demanding situations.
- Interpersonal communication and relations.
- 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 data, establish facts, record data, appropriately complete forms, and provide information to customers.
- Develop, revise, establish, or implement office procedures and practices.
- Perform administrative duties related to court management.

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- Exercise tact, diplomacy, and impartiality in dealing with the public, law enforcement personnel, and attorneys.
- Communicate clearly, tactfully, and effectively with judges, the public, police agencies, attorneys, and other court officials and personnel, both verbally and in writing.
- Conduct research and problem solve often complex issues, concerns, or situations that may arise.
- Exercise independent judgment in interpreting and applying appropriate policy, procedure, rule, law, and/or regulation to a situation.
- Express ideas concisely and clearly, both verbally 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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. Reasonable accommodations may be made to enable individuals 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.

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*Maryland Judiciary is an Equal Opportunity Employer.*

<b>Date created:</b>	August 2018
<b>Dates revised:</b>	February 2020; October 2020