

# Maryland Judiciary Job Description

	<b>Official Title</b>	Lead Courtroom Clerk
	<b>Job Code</b>	2430
	<b>Business Title</b>	Lead Courtroom Clerk
	<b>FLSA Status</b>	Non-Exempt

## POSITION SUMMARY

This is experienced clerical work performed within a courtroom, including assisting the judge with the docket, operating the recording system, preparing paperwork for signatures, and entering the judge's findings in the case management system. This position serves as a subject matter expert and may handle specialized dockets, including mental health, business and technology, and drug court. Lead Courtroom Clerks train/lead lower-level Courtroom Clerks. Work is performed under general supervision.

## 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.*

- Prepares the courtroom for the day's scheduled trials by placing the docket, all necessary paperwork, and case files on the judge's bench.
- Provides administrative assistance to Judges and Magistrates, as required.
- Administers oaths to jurors, witnesses, and interpreters; takes notes and generates necessary paperwork in accordance with the rulings of the courts; updates all court files to include civil, criminal, juvenile, and family cases and inputs data as needed to complete court files.
- Ensures that proceedings of court activity are recorded in a clear, concise, and legible manner to be used for permanent docket.
- May assist in the jury selection process, to include roll call of all jurors; records number of strikes taken by each attorney, maintains a list of all jurors selected, and communicates with Jury Commissioner, assignment office, detention center personnel, as needed.
- Tests all courtroom equipment for proper operation.
- Ensures that all parties are present and in the courtroom prior to calling the judge into the courtroom.
- Calculates all court costs and fees and issues bills.
- Enters case dispositions, judgments, postponements, fines, and costs ordered by the judge into the court's case management system.
- Records and enters key points for records of each case.
- Generates and reviews paperwork for each case before giving to the judge for signature.

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- Prepares all necessary paperwork, such as probation forms, restitution forms, fingerprint forms, community service forms, deferred payment forms, judgment sheets, commitments, and releases.
- Assembles and forwards paperwork completed during court to the appropriate agency, e.g. Parole and Probation, Detention Centers, Law Enforcement Agencies, Sheriff's Office, depending on action required.
- Generates and verifies end of session reports for bail reviews.
- Reviews case files for accuracy, completeness, and required signatures.
- Balances all monies from each court session with docket sheets and trial balance sheets.
- Records judge's bench time on proper form.
- Processes transcript requests.
- Assists with other clerical functions when not assigned to the courtroom.
- May require unscheduled overtime, as required.

### MINIMUM QUALIFICATIONS

#### Education and Experience

- High school diploma (or GED equivalent).
- Three (3) years of work experience in court operations, or in the fields of criminal justice, parole and probation, legal, or financial services, to include one (1) year as a Courtroom Clerk.

#### Note:

- A Bachelor's Degree may substitute one (1) year of required work experience.
- A Paralegal/Associates Degree or 60 college credits may substitute one (1) year of required work experience.
- A Paralegal Certificate may substitute one (1) year of required work experience.

### KNOWLEDGE, SKILLS, AND ABILITIES

#### Knowledge of:

- Court forms, practices, procedures, protocols, systems, and equipment required to support the specialized work of the assigned unit(s).
- Legal terminology and court procedures.
- Judicial policies, procedures, and forms.
- Basic English and arithmetic to include, but not limited to, spelling, punctuation, addition, subtraction, multiplication, and division.

#### Skill in:

- Operation of recording equipment, computer terminals, and related software.

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- Typing on a personal computer.
- Managing priorities to meet critical deadlines while multitasking.

### Ability to:

- Assist, guide, and direct others.
- Make work decisions in accordance with laws, regulations, rules, and Judiciary policies and procedures.
- 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.
- Communicate clearly, tactfully, and effectively with judges, the public, police agencies, attorneys, and other court officials and personnel, both verbally and in writing.
- Follow procedures, verbal and written instructions, and protocols for any given assignment.
- Multitask, adjust to situations quickly, set priorities, and handle pressure in a fast-paced environment.
- Work within time constraints, meet fixed deadlines, and demonstrate good organizational skills.
- Handle sensitive or difficult situations requiring discretion and confidentiality.
- Understand and carry out complex verbal and written instructions.
- Pay attention to detail.
- Exercise tact, diplomacy, and impartiality in dealing with the public, law enforcement personnel, and attorneys.
- Use and maintain alphabetical and numerical filing systems.
- Establish and maintain effective working relationships with other employees, superiors, and/or the general public.

### SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees but provides instruction and guidance to staff and leads the work unit.

### 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.

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## 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. Employees frequently or often encounter individuals with known criminal or mental health backgrounds.

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*Maryland Judiciary is an Equal Opportunity Employer.*

<b>Date created:</b>	June 2016
<b>Dates revised:</b>	October 2020; November 2021