


Maryland Judiciary Job Description

	Official Title	Office Clerk
	Job Code	1004
	Business Title	Office Assistant
	FLSA Status	Non-Exempt

POSITION SUMMARY

This position sorts, organizes, and files court-related documents. Performs data entry, assists employees in locating files, responds to public inquiries for information, sorts and distributes mail, and processes public requests for forms, transcripts, and records. Work is performed under moderate 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.

- Batches citations and ensures all necessary documents are complete and accurate in accordance with established court/office procedures.
- Responds to questions from the public via telephone or in person concerning court procedures, court dates and locations, fines, payments, etc.
- Researches records and determines the cause of errors in citations, fine amounts, court dates, etc. and processes corrections.
- Files documents and case files; microfilms/scans records; copies case files for citizens and attorneys; and transfers, archives, retrieves, strips and destroys files.
- Receives, enters and accounts for monies received.
- Opens, sorts and delivers mail within and between court facilities/courts and operates a postage meter.
- Sorts and files various documents and materials according to an established file classification system.
- Duplicates and prepares certified and true test copies of original courtroom recordings for court personnel, attorneys and the general public.
- Prepares case files and ensures all necessary documents are complete and accurate in accordance with established court procedures.
- Enters new cases and updates existing case information into the court's data systems.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma (or GED equivalent).

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- One (1) year of work experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Legal terminology and court procedures.
- Basic English and arithmetic to include, but not limited to, spelling, punctuation, addition, subtraction, multiplication, and division.
- Alpha, numeric, and case filing systems.
- Court forms, practices, procedures, protocols, systems, and equipment required to support the specialized work of the assigned unit(s).
- Office equipment including, but not limited to, computers, telephones, copiers, scanners, fax machines, etc.
- Postal equipment to process outgoing mail.

Skill in:

- Managing priorities to meet deadlines while multitasking.
- Accuracy and attention to detail.
- Organization and time management.
- Usage of standard office equipment, computer equipment, and computer applications.
- Customer service and handling problems tactfully and patiently.

Ability to:

- Work within time constraints, meet fixed deadlines, and demonstrate good organizational skills.
- Follow procedures, verbal and written instructions, and protocols for any given assignment.
- Sort, process, verify, proofread, and file miscellaneous reports and documents.
- Use standard office and business equipment including, but not limited to, personal computers, word processing, spreadsheets, database software, copier, microfilm machine, register, scanner, fax machine, etc.
- Communicate clearly, tactfully, and effectively with judges, the public, police agencies, attorneys, and other court officials and personnel, both verbally and in writing.
- Use and maintain alphabetical and numerical filing systems.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities over other employees.

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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. Employees sometimes encounter individuals with known criminal or mental health backgrounds.

Maryland Judiciary is an Equal Opportunity Employer.

Date created:	July 2015
Dates revised:	July 2019; October 2020