

Maryland Judiciary Job Description

	Official Title	Records Assistant
	Job Code	2071
	Business Title	Records Assistant
	FLSA Status	Non-Exempt

POSITION SUMMARY

This position is responsible for filing, repairing, duplicating, and distributing court files. Prepares files for court hearings and performs data entry. 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.

- Files and sorts motions numerically by year, case number and levels, by retrieving assigned numbers and years, organizing in numerical order, recording motions on daily logs, and filing motions in the designated court file.
- Performs refiling by returning files to their designated area based on year, case numbers and levels; repairs court files or makes additional court volumes, as needed.
- Prepares court dockets by breaking down docket based on parts and time, pulling files in chronological order, and relocating files.
- Addresses file requests by retrieving older files, transcripts, docket entries, and post-conviction files from multiple file rooms for the public, judges, court staff, and other departments.
- Assists the public, attorneys, and court staff in person and via telephone with questions concerning court records, copies, and other court related inquiries.
- Operates cash register by preparing register before start of office hours, collecting costs, and issuing change and receipts.
- Performs housekeeping duties by eliminating files, checking for misfiles or loose motions, ensuring numerical order, and shifting files, as needed.
- Delivers and picks up mail/pleadings from various departments in the building; dates, stamps, and returns summonses and distributes to staff.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma (or GED equivalent).
- Six (6) months of work experience.

Maryland Judiciary Job Description

Licenses, Registration, and Certifications

- Possession of a standard driver's license, if courier services are required.

Note:

- A Bachelor's Degree may substitute the required work experience.
- A Paralegal/Associates Degree or 60 college credits may substitute the required work experience.
- A Paralegal Certificate may substitute the required work experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Basic English and arithmetic to include, but not limited to, spelling, punctuation, addition, subtraction, multiplication, and division.
- Customer service etiquette.

Skill in:

- Organization and time management.
- Accuracy and attention to detail.
- Verbal and written communication.
- Interpersonal communication and relations.

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.
- 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.
- Use and maintain alphabetical and numerical filing systems.
- Acquire knowledge of Maryland Judiciary procedures, rules, practices, regulations, and jurisdictional courts.

SUPERVISORY RESPONSIBILITIES

This position does not have 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.

Maryland Judiciary Job Description

This position involves *medium* work, exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

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:	October 2019; October 2020