

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Family Paternity/Support Scheduling Clerk

GRADE: G-13 (Administrative Aide 1)

ANNUAL SALARY: \$32,553 - \$38,709 (Partial Child Support Grant-Funded Position)

LOCATION: Calendar Management, Circuit Court, Upper Marlboro, MD

TYPICAL DUTIES: The incumbent, under the supervision of the Family Division Scheduling Team Leader, is responsible for maintaining a calendar for the Magistrates of the Family Division. Updates and prepares calendars for all Child Support Family matters. Schedules all child support cases for modifications, paternity trials, paternity reviews, compliance, and support establishment. Assists in the completion of tasks in non-child support cases set before the Family Division Magistrates. Provides and reviews statistical and other data to assist in managing the Court's Differentiated Case Management (DCM) Plan and goals. Recommends policy and procedure changes. Provides backup to scheduling conference clerk in his/her absence, by setting cases, issuing notices, and updating calendars. Assist the public, attorneys, Judges, Magistrates, and other Court agencies. Performs other related duties within the parameters of the classification as required.

MINIMUM QUALIFICATION REQUIREMENTS

High School/GED Diploma with one (1) year of advanced diverse and/or technical clerical experience. Must have six (6) months of experience working with the public. Any equivalent combination of relevant training, education and experience will also be accepted. Have a broad knowledge of the organizational and operational requirements of the Family Division. Have strong organizational and communication skills. Have the ability to interact professionally and tactfully with court personnel, public officials and co-workers. Ability to speak Spanish is a plus. Applicants are subject to background check. A Circuit Court for Prince George's County Employment Application must be submitted for this announcement and is available at <http://princegeorgescourts.org/job.aspx>.

ADDITIONAL INFORMATION: Applicants must pass a keyboard typing test of 35 wpm.

CLOSING DATE: Applications must be received by 5:00 p.m. EST on Friday, December 29, 2017.

APPLY TO: Department of Human Resources
Court Administrative Office
Room M2407, Court House
Upper Marlboro, MD 20772
FAX (301) 952-4447 E-Mail: Humanresources@co.pg.md.us

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

**The Circuit Court for Prince George's County is an Equal Opportunity Employer, Committed to Diversity in the workplace.
This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability.**

Reasonable Accommodation upon Request.