

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Judicial Substitute Executive Administrative Aide

GRADE: G-19 (Administrative Aide IV)

ANNUAL SALARY: \$43,624 -\$46,128 (Negotiable based on education and work experience)

LOCATION: Judge's Chambers, Court Administrative Office and other various departments within the Circuit Court, Upper Marlboro, Maryland

TYPICAL DUTIES: This position provides professional high-level rotational administrative support to the Circuit Court Judges in the absence of their Executive Administrative Aides. Primary responsibilities include but are not limited to: drafts various materials and documents such as memoranda, opinions, correspondences, letters, orders, writs, waivers and narrative reports; dictations and/or rough drafts as required; answers inquiries from the public and court-related agencies; works in conjunction with the Office of Calendar Management to set cases; contacts all parties to insure timely filing of proper pleadings to carry the cases forward to final disposition; receives and reviews all incoming correspondence and decide which matters require immediate attention; performs other tasks and duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

High school diploma and 3+ years of senior level administrative support or college degree in social services, business administration, communications or other related subject matter required. Have a working knowledge of modern office practices and the ability to perform at a high degree of independence, discretion, and confidentiality. Knowledge of Microsoft Suite is required. Possess exceptional oral and written communication skills. Demonstrates a pro-active approach to problem-solving with strong decision-making capability. Ability to establish and maintain effective working relationships and use professionalism, tact, diplomacy and competency in dealings with judges, attorneys, public officials, and colleagues. Possess strong organizational skills, ability to achieve high performance goals and meet deadlines in a fast-paced work environment. Court system and/or County government experience strongly preferred. 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 <https://princegeorgescourts.org/jobs.aspx>.

ADDITIONAL INFORMATION:

Applicants must pass a typing test of 40 wpm.

CLOSING DATE: All completed applications must be received by 5 p.m. on Tuesday, February 13, 2018.

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.

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

Reasonable accommodation upon request.