

**Circuit Court for Baltimore City – Juvenile Court**  
**Juvenile Court Clerical Assistant**

Juvenile Court Services is hiring a detail-oriented Clerical Assistant to support daily office operations, requiring strong clerical, organizational, and communication skills, and proficiency in office software.

**Primary Duties and Responsibilities:**

- Perform a variety of clerical and administrative support tasks, including typing, filing, copying, scanning, data entry, and administrative duties.
- Greet and assist court personnel and the public, both in-person and by phone, providing general information about Juvenile Court Services offered.
- Draft, edit, and distribute correspondence via mail, fax, and email, as necessary.
- Order and maintain office supplies, ensuring that equipment is in working condition and placing service calls & orders as necessary.
- Create, manage, and maintain a Juvenile Court Services database and tracking systems using Microsoft Excel and other data spreadsheet platforms.
- Support the coordination of the Juvenile Court Services community services, programs, including task oversight and tracking assignments as assigned.
- Maintain organized systems for filing, consolidating, and purging records, reports, and other documents.
- Utilize MDEC (Maryland Electronic Courts), Microsoft Excel, and Canva for internal and external documentation, visual content, marketing, and data tracking.
- Perform other duties & special tasks as assigned by the Coordinator, or designee.

**Education & Experience:**

A bachelor's degree in business administration or a related field is strongly preferred. Candidates must have a minimum of three (3) years of relevant clerical or administrative experience. One year of practical work experience, college, and/or technical training can be substituted to meet the minimum requirement.

**Compensation:**

This is a full-time, benefitted position with a salary range of \$39,846.00-\$46,872.00. The starting salary is \$39,846.00.

**To Apply:**

This position is open until filled. Please submit your resume and cover letter to:

Mrs. Jacqueline Hale  
Circuit Court for Baltimore City  
111 N. Calvert Street, Room 244  
[Jacqueline.Hale@mdcourts.gov](mailto:Jacqueline.Hale@mdcourts.gov)  
(No telephone calls, please)  
[www.BaltimoreCity.gov](http://www.BaltimoreCity.gov)

A criminal Background Check will be conducted as a condition of employment.  
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