

Circuit Court for Baltimore City

The Circuit Court for Baltimore City is seeking an Office Support Specialist II for Court Administration. The incumbent will report to the Court Administrator.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Implement administrative policies, practice procedures, and long-term goals of the Court.
- Interact with judicial and non-judicial staff to address complaints or questions relating to departmental procedures and operations.
- Maintain storage areas for legal books and periodicals.
- Answer telephone calls and provide information and guidance regarding office functions, operations, and procedures.
- Prepare, receive, open, sort, and deliver mail and other materials.
- Deliver office supplies and furniture.
- Maintain inventory logs detailing the delivery or storage of furniture and equipment.
- Organize and maintain supply room inventory and other office materials.
- Perform other related duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Requirements – Graduation from an accredited high school or possession of a GED certificate and (1) one year of office and administrative support experience using office automated equipment.

Equivalencies - Equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be able to lift at least 35 lbs.
- Knowledge of Microsoft Office Suite software programs at an intermediate to advanced level.
- Knowledge of office practices and procedures, including office protocol and various filing procedures, at an intermediate to advanced level.
- Ability to speak and write effectively.
- Ability to exercise judgment and discretion in interpreting, developing, and implementing policies and procedures.
- Ability to define problems, collect data, establish facts, and draw conclusions.
- Ability to present recommendations clearly and concisely.
- Ability to locate and retrieve information from a variety of sources and to compile the information following general directions.
- Ability to deal courteously with employees at all levels of government and to work effectively with varying temperaments, both in person and by telephone.
- Ability to develop and maintain effective working relationships.
- Ability to maintain the confidentiality of sensitive information.

COMPENSATION:

This is a full-time position with benefits. The starting annual salary is \$37,129. The salary range is \$37,129-\$42,558.

TO APPLY:

The position is open until filled. Please submit a cover letter and resume to:

Ms. Jacqueline Hale
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
jacqueline.hale@mdcourts.gov
www.baltimorecity.gov
TTY 396-4930
****No phone calls please****

AN EQUAL OPPORTUNITY EMPLOYER

