

Circuit Court for Baltimore City

Court Secretary II for Family Division

The Family Division of the Circuit Court for Baltimore City is seeking a dynamic individual for the full-time position of Administrative Assistant/Receptionist in the Family Administration office.

The ideal candidate will possess a fine attention to detail, be an experienced multi-tasker, have a positive attitude, and thrive in a fast-changing and challenging work environment.

Essential Functions:

- Handle incoming phone calls to the Family Administration suite, and assess and redirect the call to the appropriate personnel.
- Act as the first point of contact for all walk-ins seeking assistance.
- Facilitate picking up and dropping off case files at the Clerk's Office. Sort and distribute to the appropriate person responsible for case review.
- Request and obtain special cases from the Clerk's Office in a timely fashion.
- Provide administrative assistance to the Associate Administrator, including screening incoming calls, maintaining the calendar on Outlook, setting up meetings – both in-person and on Zoom for Government, handling incoming and outgoing correspondence, and other duties as assigned.
- Gather department mail and deliver to the Mail Room daily.
- Type, copy, and mail case correspondence to the Case Manager.
- Complete daily deliveries and pickups from the Sheriff's Office Domestic Violence Unit.
- Accurately verify the location of inmates using online resources.
- Process returned mail, verify if the party has a new address, and if so, type a new envelope and email correspondence.
- Handle requests to maintenance and housekeeping, as needed.
- Monitor Xerox machines and request supplies for all copy machines in Family Division.
- Complete and verify requests for interpreters for Case Manager.
- Assist Family Support Services Coordinator with domestic violence litigants.
- Perform other duties as assigned.

Education, Knowledge, and Experience:

- REQUIRED – Graduation from an accredited high school
- REQUIRED – Four (4) years of related work experience
- Knowledge of the principles and practices of public administration and the court environment
- Proficient keyboarding skills: Skillful in typing and sound ability to utilize Microsoft Word, Excel, PowerPoint, Access, and other Microsoft Applications

- Ability to communicate effectively, both orally and in writing
- Have strong organizational skills and a keen ability to prioritize, multi-task, and pay attention to detail
- Ability to adhere to and meet strict deadlines
- Have strong administrative and data management skills
- Ability to perform with a high degree of independence and discretion
- Ability to establish and maintain appropriate working relationships and to use professionalism, tact, diplomacy, and competency when dealing with judges, attorneys, court and clinical personnel, etc.

Compensation:

This is a full-time grant-funded position with Baltimore City benefits.
The starting salary is \$50,899.00.

To Apply:

This position will be open until filled. Please submit a cover letter and resume to:

Ms. Jacqueline Hale, Human Resources
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****

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