

Circuit Court for Baltimore City Court Secretary I

The Circuit Court for Baltimore City is seeking a candidate to fill a vacant Court Secretary I position. An employee in this position performs highly responsible administrative, secretarial, and clerical work characterized by handling and coordinating overall office duties. The employee is expected to have a thorough knowledge of Court organization, office practices, and independent decisions in dealing with the public and internal customers. Information obtained in the course of the performance of these duties may be confidential or private in nature. An employee in this position is at-will and works at the discretion of the Judge.

ESSENTIAL FUNCTIONS OF THE POSITION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Preparation of court orders, reports, and routine correspondence.
- Maintenance of calendars, preparation of notices for courtroom assignments, security entrances to the courthouse and for parking assignments. Preparation of messages to the Bench.
- Process mail daily and order supplies.
- Maintenance and filing of Judge's notes in a personal filing system.
- Process reports for violations of probation and file court orders.
- Telephone and personal contact with attorneys and the public. Scheduling of telephone conference calls, in-chamber conferences, specially set hearings, etc. Contacting attorneys to ascertain the status of cases, etc.
- Assist in the courtroom when necessary. Coordinate work with the Law Clerk.
- Prepare an "under advisement list" to be submitted to the Administrative Judge. Prepare the Judge's leave request and provide it to appropriate court personnel.

KNOWLEDGE, SKILLS, AND ABILITIES:

This job description reflects management's assignment of essential functions. It does not prescribe or restrict additional various diversified tasks and duties that may be required by the Judge.

- Ability to work the full-time standard Court work schedule of 8:00 am to 5:00 pm (Monday through Friday) with flexibility to accommodate any necessary early or late activities.
- Maintain a regular, punctual, and reliable level of attendance.
- Ability to set priorities, simultaneously process multiple tasks, and maintain a professional demeanor when dealing with court personnel and the public at all times.
- Ability to make decisions based on established policies and procedures, experience, and good judgment.
- Ability to develop and maintain collaborative and professional working relationships with court personnel and the public.
- Ability to work independently and have a high level of interpersonal skills to handle sensitive and confidential situations.
- Ability to communicate effectively, orally, and in writing and exercise a high degree of judgment, tact, diplomacy, and competence in dealing with judges, attorneys, court personnel, and the public. Excellent

telephone manners and experience dealing with the public, and have an even temperament.

- Knowledge of secretarial, office administrative procedures, and knowledge of standard office equipment use and operation.

The above statement is intended to describe the general nature and level of work being performed in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

EDUCATION:

This position requires high school graduation, with four years of professionally responsible experience in legal secretarial, legal stenographic, or closely related fields. The candidate must also have the expertise that involves progressively responsible secretarial experience as an assistant to an individual dealing with law-related matters. Preference for a B.S. or B.A. degree in public or court administration from an accredited university; or a paralegal degree from an accredited institution with three years of legal secretarial experience.

COMPENSATION:

This is a full-time permanent position with benefits. The starting salary is \$55,348.

TO APPLY:

This 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****

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

AN EQUAL OPPORTUNITY EMPLOYER

