

Circuit Court for Baltimore City Court Secretary I for Family Division Magistrates

The Circuit Court for Baltimore City is seeking a candidate to fill a vacant Court Secretary I position. An employee in this position performs administrative support for two Family Division Magistrate's offices. Magistrates are judicial officers of the Family Division of the Circuit Court for Baltimore City. The Magistrates conduct scheduling conferences and hearings on general equity matters (i.e., uncontested divorces, modification hearings on custody, visitation, child support, contempt hearings, temporary protective orders, etc.) in accordance with the applicable Maryland Law and Rules of Civil Procedure. This position will assist in the functional duties and responsibilities of administrative support work. The individual will report to two Magistrates in the Family Division.

Essential Functions

- Provide a variety of administrative support duties necessary for efficient office operation such as answering the telephone, checking cases in and out of chambers, filing, creating documents/reports, ordering supplies, coordinating the Zoom docket, and sorting mail.
- Coordinate the Magistrates' communications, correspondence, calendar, and leave requests.
- Perform courtroom duties when necessary, including checking in litigants, marking evidence, and running courtroom recording equipment.
- Act as the initial point of contact for all public and judicial services issues.
- Exercise sound independent judgment in screening mail, telephone calls, and visitors.
- Provide information or answers to questions not requiring the Magistrate's attention.
- Maintain strict confidentiality as to all material and communications coming through the chambers.
- Perform other related duties as assigned and necessary.

Education, Knowledge, and Experience

- Graduation from an accredited high school or possession of a GED certificate and four (4) years of experience.
- Equivalent combination of five (5) years of education and experience and two (2) years working in a confidential environment.
- Ability to utilize Microsoft Word, Excel, PowerPoint, and Microsoft System Applications.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of the principles and practices of public administration and court environment.
- Have strong organizational skills with a keen ability to prioritize, multi-task, and attention to detail.
- Ability to adhere to and meet deadlines.
- Have strong administrative and data management skills.
- Ability to perform at a high degree of independence and discretion.
- Have well-developed team skills and unquestioned integrity in effectively handling sensitive and confidential HR information and issues.
- Ability to establish and maintain effective working relationships and use professionalism, tact, diplomacy, and competency in dealings with judges, attorneys, law clerks, and court and professional personnel.

Compensation:

This is a full-time permanent position with benefits. The starting salary is \$59,863.

To Apply:

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

Ms. Jacqueline Hale

Circuit Court for Baltimore City

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Baltimore, Maryland 21202

jacqueline.hale@mdcourts.gov

No telephone calls, please

www.baltimorecity.gov

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