

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

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 the handling and coordination of overall office duties for the chambers of Family Magistrate Ronika J. Sumlin. Magistrates are judicial officers of the Family Division of the Circuit Court for Baltimore City. Magistrate Sumlin conducts scheduling conferences and hearings on general equity matters (e.g. uncontested divorces, modification hearings regarding custody, visitation, alimony, and child support, pendente lite hearings, contempt hearings, temporary protective order hearings, etc.) in accordance with the applicable Maryland Law and Rules of Procedures. Magistrate Sumlin also conducts conferences and hearings in Title IV-D child support matters (e.g. modifications of child support, child support contempt hearings, etc.) This position entails functional duties and responsibilities of administrative support work involving general family law related matters and Title IV-D specialized child support matters.

Essential Functions

- Provide a variety of administrative support duties necessary for efficient chambers operation including, but not limited to, answering the telephone, managing court files (both electronic and physical), maintaining and organizing internal case management systems, filing, preparation of documents, reports, and routine correspondence, ordering supplies, and sorting mail.
- Coordinate the Magistrate's communications, correspondence, calendar, leave requests, and timesheets.
- 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 superiors' attention.
- Maintain strict confidentiality as to all material and communications coming through the office.
- Maintain a regular, punctual, and reliable level of attendance.
- Perform other related duties as assigned.

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 utilize Odyssey Case Management System.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of the principles and practices of public administration and court environment.
- Ability to make decisions based on established policies and procedures, experience, and good judgment.
- 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 high level of interpersonal 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, court and professional personnel, and the public.

Compensation

This is a full-time position with benefits. The starting salary is \$59,863.
The salary range is \$59,863-\$72,835.

To Apply:

This position will remain 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;
No phone calls please
www.baltimorecity.gov

AN EQUAL OPPORTUNITY EMPLOYER