

The Circuit Court for Harford County

CIRCUIT COURT
CHAMBERS OF
ADMINISTRATIVE JUDGE

20 West Courtland Street
Bel Air Maryland 21014

Telephone: (410) 879-2000

POSITION VACANCY 20-CC1 CIRCUIT COURT FOR HARFORD COUNTY

JURY CLERK

**\$40,170 - \$62,162/ANNUALLY
(STATUS)**

CLOSING DATE: 2/12/2020

WORK LOCATION: 20 WEST COURTLAND STREET, BEL AIR, MD 21014

HOURS OF WORK: 8:30AM-4:30PM

NATURE OF WORK:

This is clerical work involving responsibility for facilitating general departmental management details for one or more administrative official, department or unit. This classification may be considered an entry-level position that performs routine functions on a daily basis or work performed requires basic knowledge of office procedures, rules and practices.

Employees in this classification receive close to moderate supervision from an Administrative Official, Manager, or Supervisor.

Pursuant to Section 2-501 of the Courts and Judicial Proceedings Article of the Annotated Code of MD, this position serves at the pleasure of the Circuit Court Judges.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Employees in this class may perform any or all of the below listed duties. These should be interpreted as examples of the work, and are not necessarily all-inclusive.

1. Employees in this class may perform any or all of the below listed duties. These should be interpreted as examples of the work, and are not necessarily all-inclusive.
2. Receive and place calls to jurors;
3. Prepare and send notices and related documentation;
4. Prepare and proofread jury lists for court and provide same to necessary parties;
5. Prepare and record jury reporting instructions;
6. Scan and file various documents;
7. Assist with juror orientation, copy jury lists, work-slips, and meet with jurors;
8. Open and process mail; both electronic and postal
9. Handle additional correspondence to and from jurors and their employers;
10. Supply Board of Elections with updated information;
11. Abide by Circuit Court for Harford County jury selection plan;
12. Utilize Jury Plus application; to include jury payroll and Generous Juror Donations
13. Assist with utilization of jury kiosks;
14. Excellent customer service skills required;
15. Reports to work regularly;
16. All other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION –

Graduation from an accredited high school or possession of a high school equivalency certificate.

EXPERIENCE –

Three years of experience proving clerical or administrative work involving the use of personal computer and work processing software.

LICENSE –

Possession of a valid Class “C” non-commercial motor vehicle operator’s license with no more than three (3) points valid in the State of Maryland.

Required Skills

1. Knowledge of business English, including proper grammar, spelling and punctuation.
2. Skill in typing on personal computer and minimum speed may be required;
3. Ability to communicate effectively in person, in writing and via telephone.
4. Ability to use standard office and business equipment including personal computers, word processing, spreadsheets and database software.
5. Ability to understand and implement departmental rules, regulations, procedures and instructions, both oral and written.
6. Familiarity of applicable local, state and federal laws and guidelines governing the jury selection process. Knowledge of the operation of the Maryland Judiciary.

NOTE:

Work is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds.

Employees in this classification may be subject to background investigation and drug-screening.

The above job description is not intended as, nor should it be constructed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

CANDIDATE SELECTED FOR POSITION MUST PERFORM ESSENTIAL JOB FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATION AND MUST UNDERGO AND PASS A COUNTY PRE-EMPLOYMENT MEDICAL EXAM TO INCLUDE URINE DRUG SCREENING. CANDIDATE MUST PASS A CRIMINAL BACKGROUND CHECK. AN EMPLOYEE DESIRING A TRANSFER MUST APPLY.

Application may be obtained from Human Resources, 220 South Main Street, 1st floor, Bel Air, MD 21014, Monday through Friday, 8:00 a.m. to 5:00 p.m.

APPLICATION MAY BE ACCOMPANIED BY A RESUME, BUT A RESUME WILL NOT BE ACCEPTED IN LIEU OF AN APPLICATION. APPLICATION MUST BE COMPLETED IN FULL, SIGNED IN ALL DESIGNATED AREAS, AND RETURNED TO HUMAN RESOURCES BY 2/12/2020.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
WE DO NOT DISCRIMINATE ON THE BASIS OF DISABILITY