



Circuit Court for Prince George's County Criminal Scheduling Clerk (G-13)

SALARY	\$20.80 Hourly \$43,260.00 Annually	LOCATION	Upper Marlboro, MD
JOB TYPE	Full-Time	JOB NUMBER	19-00113
DEPARTMENT	Calendar Management	OPENING DATE	01/17/2023
CLOSING DATE	Continuous		

Nature and Variety of Work

Under the supervision of the Criminal Scheduling Manager, the incumbent is responsible for accurately maintaining the calendar for Criminal cases and preparing the Criminal arraignment docket per the established Criminal Differentiated Case Management (DCM) Plan.

Examples of Work

Duties include, but are not limited to:

- Performs data entry to calendar court events employing differentiated case management principles and, using prescribed templates, prepare court hearing and trial notices for the Criminal Judge proceedings for electronic notification to parties and related agencies.
- Maintains the Criminal calendar by updating it daily based on continuances, hearings set, and courtroom dispositions in accordance with the principles of the DCM plan, the Maryland Rules of Procedure, and the Annotated Code.
- Reviews Tasks in the Criminal Calendar Management Task Queue, rescheduling continued matters or other pending issues not currently scheduled.
- Manages phone calls from Judges' staff, attorneys, Courts related agencies, courtrooms, and the public in a professional and courteous manner.
- Clears trial and hearing dates with counsel, frequently in real-time, while taking into consideration additional matters scheduled on those proposed dates as well as the assigned judge, type of jury, Hicks date, and target date.
- Inputs data into the case management system.
- Serves as a backup to team members in their absences.
- Provides a list of future hearing dates to the Clerk's Office.
- Performs other job-related tasks as assigned.

Minimum Qualifications

High school diploma or G.E.D. certificate with coursework in typing, office practices, or other related clerical subjects, plus one (1) year of advanced diverse and/or technical clerical experience, which must have involved working with the public for at least six (6) months. Any equivalent combination of relevant training, education, and experience will also be accepted.

Additional Information

Background Checks

Applicants are subject to a background check.

Agency

Circuit Court for Prince George's County

Address

14735 Main Street
Room M2407
Upper Marlboro, Maryland, 20772

Phone

301-952-3708

Website

<https://www.princegeorgescourts.org/>

Criminal Scheduling Clerk (G-13) Supplemental Questionnaire

***QUESTION 1**

Do you possess a High School Diploma or G.E.D.?

- Yes
 No

***QUESTION 2**

Do you have at least one (1) year of technical clerical/administrative experience?

- Yes
 No

***QUESTION 3**

If you responded "Yes" to question #2, please describe in detail your technical and clerical experience and include the employer's name and dates of employment. Please do not type "See Resume." If you have no experience, enter "N/A."

***QUESTION 4**

Do you have any of the following experiences? Please circle all that apply.

- Resolving scheduling conflicts
 Maintaining and preparing schedules
 Organizational skills
 Using automated database systems

***QUESTION 5**

Please describe in detail how you achieved a working knowledge of the skills listed in question #4 and include the employer's name and dates of employment. Please do not type "See Resume." If no experience, enter "N/A."

* Required Question