



## Circuit Court for Prince George's County Hearing Room Clerk (G-15)

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| <b>SALARY</b>       | \$24.39 Hourly<br>\$50,738.00 Annually | <b>LOCATION</b>     | MD, MD     |
| <b>JOB TYPE</b>     | Full-Time                              | <b>JOB NUMBER</b>   | 19-00126   |
| <b>DEPARTMENT</b>   | Family Division                        | <b>OPENING DATE</b> | 08/29/2023 |
| <b>CLOSING DATE</b> | 9/12/2023 11:59 PM Eastern             |                     |            |

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### Nature and Variety of Work

The incumbent is responsible for providing administrative and clerical support to the Family Division Magistrates.

### Examples of Work

Duties include but are not limited to:

- Transcribing oral dictation.
- Completes appropriate paperwork and merges court dockets prior to hearings.
- Completes follow-up work on cases after scheduled hearings.
- Trains new courtroom employees on the use of digital recording equipment.
- Updates and processes Proposed Orders of Court for dissemination to attorneys and litigants.
- Prepares daily disposition sheets for timely distribution to the Office of Calendar Management. Manages all case files scheduled for hearings.
- Ensures timely and appropriate delivery of files, court dockets, and dispositions at the conclusion of hearings, maintaining the confidentiality of court records, hearings, and reports.
- Performs other duties as assigned.

### Minimum Qualifications

High school diploma or G.E.D. certificate and one (1) year of administrative or technical clerical experience which involved working with the public.

Any equivalent combination of relevant training, education, and experience will also be accepted.

### Additional Information

The Circuit Court for Prince George's County is a drug-free workplace and an equal-opportunity employer committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.

A request for ADA accommodations for interviews should be made at the time of notification of the interview.

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**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/>

## Hearing Room Clerk (G-15) Supplemental Questionnaire

**\*QUESTION 1**

Which of the following best describes your level of completed education?

- Bachelor's Degree
- Associates Degree
- Some College
- High School Diploma or G.E.D

**\*QUESTION 2**

If you selected "some college," please provide the exact number of credit hours earned. If you did not select "some college," please enter N/A.

**\*QUESTION 3**

Please indicate your field of study.

- Business Administration
- Business Management
- Social Sciences
- Other

**\*QUESTION 4**

Do you have at least two (2) years of experience performing management knowledge in a legal setting or other relevant experience?

- Yes
- No

**\*QUESTION 5**

Please describe your experience working in court case management, in a legal setting, or other relevant 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 6**

**Do you have any of the following administrative experience? (Select all that apply.)**

- Drafting/composing legal documents, memoranda, and correspondence.
- Data entry experience.
- Office management experience to include faxing, copying, scanning, and mailing outgoing correspondence along with processing incoming mail;
- Editing and proofreading correspondence/documents.
- Transcribing oral dictation.
- Microsoft Office Suite.
- Customer Service Skills.
- Typing proficiently and accurately.

**\*QUESTION 7**

**Please describe your administrative experience and include the employer's name and dates of employment where the experience was gained. Please do not type "See Resume." If you have no experience, enter "N/A."**

**\*QUESTION 8**

**Do you have any knowledge of court rules, legal terminology, preparing and processing legal documents, motions, and orders, administrative practices and procedures, and court recording systems?**

- Yes
- No

**\*QUESTION 9**

**Please describe your knowledge of court rules, legal terminology, preparing and processing legal documents, motions, orders, administrative practices and procedures, and court recording systems. Please do not type "See Resume." If you have no experience, enter "N/A."**

\* Required Question