



## Circuit Court for Prince George's County Judicial Services Support Manager (G-24)

<b>SALARY</b>	\$38.46 - \$40.87 Hourly \$80,000.00 - \$85,000.00 Annually	<b>LOCATION</b>	MD, MD
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	19-00147
<b>DEPARTMENT</b>	Court Administration	<b>OPENING DATE</b>	03/25/2024
<b>CLOSING DATE</b>	4/8/2024 12:00 AM Eastern		

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### Nature and Variety of Work

Under the direction of the Court Administrator, the incumbent is responsible for planning, organizing, managing, overseeing, and assisting with the Judicial Operations and Administrative functions of one or more areas of the court. In this position, the incumbent performs supervisory duties and responsibilities. The incumbent must be able to make independent judgment, exercise discretion, and possess strong organizational, communication, technical, and interpersonal skills.

### Examples of Work

**Duties include, but are not limited to, the following:**

- Develops and implements goals, objectives, and procedures for the Judicial Services team consistent with court policies.
- Directly supervises two Judicial Services coordinators and indirectly supervises 9+ administrative aides and general clerks.
- Coordinates staff work; assesses and resolves unusual and/or complex situations and recommends solutions; counsels and disciplines subordinates; participates in the hiring process and makes recommendations for the Judicial Services team.
- Establishes and maintains an effective staff training program for the Judicial Services team. Identifies training needs, determines the most effective and efficient training methods, and provides cross-training opportunities for staff.
- Prepares correspondence on various department-related matters; identifies and suggests innovations and improvements to the Judicial Services operational processes through verbal and written communication in a simple, efficient, and clear manner.
- Oversees and manages the day-to-day operations of the Court Administrative office.
- Assists the Court Administrator in developing and implementing procedures within the Court Administrative office.
- Reviews and approves documents and reports developed by Judicial Services staff to ensure professional quality and appearance, appropriate content, consistency, and responsiveness.
- Prepares manuals and other materials for the newly appointed judges.
- Coordinates and participates in activities related to emergency management.
- In collaboration with Finance, manages office supply inventory.
- Liaise with building management regarding facilities matters.
- Provides support to various departments within the Circuit Court.
- Performs other duties as assigned.

## Minimum Qualifications

### Minimum Qualifications

Bachelor's degree completion of major course work in Liberal Arts, one of the Social Sciences, or Public or Business Administration, supplemented by two (2) years of experience in court/office operations, preferably in County government, or an equivalent combination of education and experience. The candidate must have five (5) years of progressively responsible supervisory or staff-support experience.

### Knowledge, Skills, and Abilities

The candidate should also possess:

- Excellent organizational and analytical skills with strong attention to detail.
- Ability to take initiative and work under minimal supervision.
- Ability to work with various colleagues, from their peers to senior leadership.
- Ability to manage workflow for timely work completion and balance multiple priorities with competing deadlines.
- Knowledge of and/or the ability to learn interdisciplinary initiatives, research operations, grant management, contracts/agreements, and memorandums of understanding.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work successfully under pressure and expeditiously resolve issues with team members.
- Ability to exercise discretion and uphold confidentiality across office projects and activities.
- Ability to interpret and follow complex instructions and precisely perform work.
- Superior customer service skills, including the ability to exercise tact, professionalism, respect, and courtesy.
- Extensive knowledge of Microsoft Office Suite, including Outlook, PowerPoint, Excel, and Microsoft Word.

### Work Environment and Physical Requirements

The physical demands described are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform basic functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. The employee must frequently use hands to type, write, handle, feel, and/or reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## Additional Information

**\*All applicants are subject to a background check.**

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 based on 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/>

## Judicial Services Support Manager (G-24) Supplemental Questionnaire

### \*QUESTION 1

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

- ☐ High School Diploma or G.E.D.
- ☐ Some College
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Juris Doctorate
- ☐ Doctorate

### \*QUESTION 2

If you responded 'Some College', how many credit hours have you earned?

### \*QUESTION 3

Please select your field of study.

- ☐ Liberal Arts
- ☐ Social Sciences (General)
- ☐ Business/Public Administration
- ☐ Psychology
- ☐ Other
- ☐ N/A

### \*QUESTION 4

How many years of experience do you have providing administrative support to a manager or senior executive?

- ☐ 4 or more years of experience.
- ☐ 3 years, but less than four years of experience.
- ☐ 2 years, but less than 3 years of experience.
- ☐ 1 year, but less than 2 years of experience.
- ☐ Less than 1 year of experience.

### \*QUESTION 5

Which of the following best describes your skill level using slide show presentation programs (i.e., Google Slides, Microsoft PowerPoint, and Keynote)?

- ☐ No significant experience using slide show presentation programs.
- ☐ Experience reading and creating slide show presentation programs and saving and printing slides.
- ☐ All of the skills listed above PLUS modifying, editing, deleting, moving, formatting, copying and pasting slides or data.
- ☐ All of the skills listed above PLUS creating animation schemes and slide transitions, embedding videos, and timing slide shows.

### \*QUESTION 6

**Which of the following best describes your skill level using word processing programs (i.e., Apple Pages, Google Docs, and Microsoft Word)?**

- ☐ No significant experience using word processing programs.
- ☐ Experience creating word processing documents; saving and printing data.
- ☐ All of the skills listed above PLUS modifying, editing, deleting, moving, formatting, copying and pasting data.
- ☐ All of the skills listed above PLUS creating tables and charts.

**\*QUESTION 7**

**Which of the following best describes your skill level using spreadsheets (i.e., Apple Numbers, Google Sheets, and Microsoft Excel)?**

- ☐ No significant experience using spreadsheets.
- ☐ Experience reading and creating spreadsheets/worksheets; saving and printing worksheets.
- ☐ All of the skills listed above PLUS modifying, editing, deleting, moving, formatting, copying and pasting data.
- ☐ All of the skills listed above PLUS creating formulas and charts.

**\* Required Question**