



## Circuit Court for Prince George's County Court Technologist (G-17)

<b>SALARY</b>	\$23.08 - \$24.04 Hourly \$48,000.00 - \$50,000.00 Annually	<b>LOCATION</b>	Upper Marlboro, MD
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	19-00058
<b>DEPARTMENT</b>	Court Reporters Office	<b>OPENING DATE</b>	08/31/2023
<b>CLOSING DATE</b>	Continuous		

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### Nature and Variety of Work

Under the direction of the Chief and Deputy Court Reporter, the incumbent provides both operational and technical support to court proceedings for the Circuit Court for Prince George's County.

### Examples of Work

Duties include but are not limited to:

- Manages and monitors assigned courtrooms and hearing rooms. This may involve verifying recordings, checking archives, checking for error messages, and ensuring quality control. Maintains and files media for archival and retrieval.
- Manages office and customer window responsibilities such as handling phone requests for audio and transcripts as needed; use of the computer and/or VHS equipment to locate information within media archives.
- Processes and files paperwork, files, and retrieves videotapes and other media from archives.
- Assists Judges, staff, lawyers, and the general public with information to process transcripts and audio orders.
- Maintains quality controls by ensuring digital recordings are annotated to the Court's specifications for easy access to search, archive, and playback.
- Notifies the Circuit Court's Office of Information Technology of all issues obstructing the record in real-time such as microphone malfunctions, cameras in court and hearing rooms that need adjustments, and any other audio/visual issues.
- Performs other related duties as assigned.

### Minimum Qualifications

Associates Degree in Business Administration or Social Science and one (1) year of administrative experience which involved working with the public, office management, and operational details. Any equivalent combination of relevant training, education, and experience will also be accepted.

#### **Knowledge, Skills, and Abilities**

- Proficient in computer software, troubleshooting, and support of multiple software programs, including but not limited to, Windows, Microsoft Suite, Adobe Acrobat, and CourtSmart (preferred);
- Basic knowledge of courtroom proceedings, particularly with regards to capturing a clear recording of the hearing for transcription requirements;

- Excellent interpersonal skills;
- Excellent verbal and written communication skills;
- Attentiveness to detail and ability to multi-task;
- Strong computer skills, including the use of video and telecommunication technology including Zoom, Webex, MS Teams, and other web conferencing systems;
- Ability to exercise sound judgment and possesses a strong ethic; and
- An innate sense of follow-through, team spirit, and professional responsibility for the quality of the work performed.

## Additional Information

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

**\*This announcement is an open continuous announcement. All applicants applying will be reviewed every two (2) weeks or upon Management's request.\***

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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/>

## Court Technologist (G-17) Supplemental Questionnaire

### \*QUESTION 1

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

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

### \*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 select your field of study.**

- Business Administration
- Public Administration
- Social Services

Other

**\*QUESTION 4**

If you selected "'Social Services" or "Other," please indicate your specific field of study. If you did not select 'Social Services' or 'Other,' please enter N/A.

**\*QUESTION 5**

Describe in detail any help desk/troubleshooting experience working in case management; include the employer's name and dates of employment. Please do not type "See Resume." If no experience, enter "N/A."

**\*QUESTION 6**

**What is your proficiency level in using and troubleshooting the Office 365 Suite?**

- Beginner
- Intermediate
- Proficient
- Advanced

\* Required Question