



Circuit Court for Prince George's County Administrative Operations Coordinator (G-21)

SALARY	\$31.25 - \$33.65 Hourly \$65,000.00 - \$70,000.00 Annually	LOCATION	MD, MD
JOB TYPE	Full-Time	JOB NUMBER	19-00143
DEPARTMENT	Court Administration	OPENING DATE	02/26/2024

Nature and Variety of Work

The incumbent will provide high-level professional assistance to the Deputy Court Administrator/Jury Commissioner. Functions will include serving as an operations and administrative coordinator (calendar/scheduling management, meeting preparation, logistics, and coordination), office administration, event planning, financial tracking, inter-office communications, special projects, and other duties as assigned. The successful candidate will be able to manage multiple, varying priority-level, projects as needed. The position requires absolute discretion in many confidentiality matters, and candidates should demonstrate the ability and inclination to maintain confidentiality. The candidate will operate independently while keeping supervisors aware of progress.

Examples of Work

The incumbent performs a full range of professional administrative assignments to include, but not limited to:

- Manage calendars and comprehensive schedules for the Deputy Court Administrator/Jury Commissioner.
- Interact with internal and external contacts at all levels of the Court, Maryland Judiciary, County Government agencies, and outside bodies to schedule and confirm all meeting participants.
- Greet internal and external customers with courtesy and tact for meeting attendance.
- Ensure proper communication to coordinate schedules with internal team members.
- Maintain situational awareness by keeping leadership informed of relevant organizational events, including daily/weekly meetings, long-range calendars, critical leader engagements, tasks, and other deadlines.
- Act as a liaison between senior leadership and mid-level management, including other administrative staff.
- Review documents for official signature, coordination for concurrence, accuracy, and completeness, and conformance with style, format, or procedural requirements and guidelines.
- Develop meeting agendas and manage logistics, including arranging rooms, refreshments, circulating materials, and other needs.
- Execute meeting and event logistics: coordination of committees, organizing and planning for events, arranging for external visitors, including travel, accommodations, and scheduling itineraries. Schedule group meetings and related appointments as necessary.
- Attend meetings as requested and take meeting minutes.
- Screen all incoming calls and requests, using proper judgment and discretion and creating independent correspondence in response to inquiries.
- Schedule special initiative meetings, Senior Leadership meetings, and other priority or office-wide meetings, as needed.

- Assist with Jury operations; distribute jury cards, support preparation of jury Ver Dire process, and call names for jury trial panels.
- Review and coordinate responses to incoming correspondence accurately and within established deadlines.
- Track and distribute action items to the appropriate Director and/or division staff member within a two-day turnaround.
- Edit and produce final copies of formal correspondence, correspondence summaries, briefings, reports, and other analytical documents, including spreadsheets, talking points, speeches, and travel itineraries for signature.
- Develop and maintain an electronic filing system of records; maintain hard copies as needed.
- Perform other administrative functions that require teamwork, collaboration, and coordination with other Court Administrative Office staff.
- Serve as the appointed Emergency Evacuation Floor Monitor for the Court Administration Office.
- Willingly and cooperatively performs tasks and duties that may not be specifically listed in the class specification or position description but within the general, occupational category and responsibility level typically associated with the employee's class of work.

Minimum Qualifications

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Bachelor's Degree completion of significant course work in Liberal Arts, one of the Social Sciences, or Public or Business Administration, supplemented by one (1) year of staff assistance experience, preferably in County government, or an equivalent combination of education and experience.

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 colleagues from their peers to senior leadership levels.
- 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 resolve issues with team members expeditiously.
- 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 essential 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.

Preferred Qualifications

Two to four years of specialized experience functioning as an assistant to a senior manager or official.

Additional Information

This is an In-person Position.

This is an at-will position. This job announcement is open until filled. 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 the interview's notification.****

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/>

Administrative Operations Coordinator (G-21) Supplemental Questionnaire

*QUESTION 1

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

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

*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