



## Circuit Court for Prince George's County Part-Time Receptionist (G-15)

<b>SALARY</b>	\$25.00 Hourly	<b>LOCATION</b>	MD, MD
<b>JOB TYPE</b>	Part-Time	<b>JOB NUMBER</b>	19-00146
<b>DEPARTMENT</b>	Family Justice Center	<b>OPENING DATE</b>	03/25/2024

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### Nature and Variety of Work

Under the supervision of the Director of the Prince George's County Family Justice Center (PGCFJC), the candidate will serve as the initial point of contact for telephone and in-person inquiries. Assistance will be provided for survivors of domestic violence, sexual assault, human trafficking, and elder abuse during the **PGCFJC's extended hours of operation, which are Thursdays, 5:00 p.m. - 9:00 p.m. and Fridays, 5:00 p.m. - 9:00 p.m. evenings) and Saturdays, 10:00 a.m. - 10:00 p.m.**

### Examples of Work

#### Duties include but are not limited to:

- Answers telephone calls promptly and efficiently.
- Provides information and referrals to routine inquiries or route calls to appropriate staff and/or justice partners.
- Takes and communicates messages promptly and efficiently to the Prince George's County Family Justice Center staff.
- Schedules appointments for survivors and notates scheduled appointments for on-site justice partners.
- Enters and modifies data and queries computerized files in the Prince George's County Family Justice Center client database.
- Maintains, compiles, and makes copies of visitation, call logs, transportation logs, and other monthly reports submitted for statistical purposes.
- Sets up the language line for staff and clients.
- Photocopies and collates various documents.
- Maintains the inventory of office supplies and equipment.
- Performs intra-office pick-ups and deliveries as needed.
- Operates various office equipment.
- Ensures reception areas are maintained in a neat and professional manner
- Works as a team member with other partners co-located within the PGCFJC.
- Assists with functions and special projects with the PGCFJC.
- Performs other duties as assigned.

### Minimum Qualifications

High school diploma or G.E.D. Certificate and one (1) year of administrative, technical, and/or clerical experience involved working with the public. Any equivalent combination of relevant training, education, and experience will also be accepted. The candidate must be available to work evenings and weekends.

**BILINGUAL APPLICANTS ARE ENCOURAGED TO APPLY.**

## **Additional Information**

### **Funding Source**

**This position is 100% grant-funded.**

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/>

## **Part-Time Receptionist (G-15) Supplemental Questionnaire**

### **\*QUESTION 1**

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

- ☐ High School Diploma G.E.D Certificate
- ☐ Some College
- ☐ Associate Degree
- ☐ Bachelor's Degree

### **\*QUESTION 2**

**Do you speak, read, and write fluently in English and Spanish?**

- ☐ Yes
- ☐ No

### **\*QUESTION 3**

**How many years of working experience do you have as a Receptionist?**

- ☐ 3 or more 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.
- ☐ I have no working experience as a Receptionist.

**\*QUESTION 4**

**Describe your customer service experience; include the employer's name and dates of employment. Please do not type "See Resume." If you have no experience, enter "N/A."**

\* Required Question