CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY
invites applications for the position of:

File Clerk

SALARY: $13.65 - $14.42 Hourly

DEPARTMENT: Family Division

OPENING DATE: 04/30/21

NATURE AND VARIETY OF WORK:

The incumbent is responsible for locating, retrieving and delivering files that are scheduled before a Circuit Court Judge or Magistrate.

EXAMPLES OF WORK:

Duties include but are not limited to:

- Researching, locating, retrieving and delivering case files in advance of scheduled hearings.
- Moving large volumes of court documents to include mail, court case jackets, books, correspondence and other court-related materials between various offices located within the Courthouse and Judiciary Administrative Services Building.
- Performing other clerical duties including data entry, statistical counting, photocopying, filing, and answering phones.
- Organizing case files.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or G.E.D. certificate *plus* 6 months of experience performing routine clerical assignments. Any equivalent combination of relevant education, training and experience will also be accepted. Knowledge and understanding of applicable computerized information systems including Microsoft Windows. Must be able to work independently and act professionally with Judges, Magistrates, public officials, attorneys, litigants, co-workers and general public.

PHYSICAL REQUIREMENTS:
The essential functions of the job typically require: sitting, standing, walking, talking, hearing, seeing, lifting, carrying, pushing, pulling and reaching requirements or other reasonable methods required to successfully complete the essential functions of the job. Must be able to lift 60lbs.

ADDITIONAL INFORMATION:

Applicants are subject to a background check.

Please note, that occupying a Grant Funded position and the continuation of employment is dependent upon year to year funding.

APPLICATIONS MAY BE FILED ONLINE AT:
https://www.princegeorgescourts.org/

Position #19-00032
FILE CLERK
AB

14735 Main Street
Room M2407
Upper Marlboro, MD 20772
301-952-3707

humanresources@co.pg.md.us

File Clerk Supplemental Questionnaire

* 1. Do you possess a High School Diploma or G.E.D?

❑ Yes ❑ No

* 2. Do you have any court experience?

❑ Yes ❑ No

* 3. If you answered "yes" to question #2, please describe your working experience with the courts? Type N/A if no experience.

* 4. Do you have experience researching and retrieving legal case files?

❑ Yes ❑ No

* 5. If you answered "yes" to question #4, please describe in detail your experience researching and retrieving legal case files and include the employer's name and dates of employment. Type N/A if no experience.

* 6. Do you have any of the following? Check all that apply.

❑ Moving Files
❑ Receiving and Sorting Incoming and Outcoming Mail
❑ Distributing Incoming Mail

* Required Question