



Office of the State's Attorney for Baltimore City

Office Service Assistant/Docket Clerk

Hargrove District Court

The Office of the State's Attorney for Baltimore City (SAO) is seeking a full-time Office Service Assistant/Docket Clerk at Hargrove District Court.

Job Description:

The Office Service Assistant/Docket Clerk is responsible for assisting the Assistant State's Attorneys with the preparation and monitoring of criminal/traffic dockets. In addition, the Office Assistant provides support to the ASAs during court; files pleadings with the court clerk's office; prepares subpoenas, correspondence and documents; creates and maintains databases; procures missing files and assists in collecting statistics. The Office Assistant also manages the administrative activities of the Unit including collecting mail and faxes, file maintenance, photocopying, phone coverage and additional duties for district court and the SAO as directed by the Division Chief, Building Chief or Administrative Supervisor.

Requirements:

- Possession of a High School Diploma
- Ability to organize and coordinate multiple priorities
- Ability to use programs in the Microsoft Office Suite
- Good oral and written communication skills
- Must be punctual and reliable
- Excellent organizational skills
- Conduct database searches and assist with data entry
- Ability to meet deadlines
- Experience working with a case management system is preferred
- Must pass the Criminal Background Check and Drug/Alcohol Screening

Salary Range: (\$31,142-\$36,634)

To Apply:

Interested candidates should email resumes to Resume (resume@stattd.org) with a subject reference of Office Service Assistant/Docket Clerk – Hargrove District Court by the close of business on **August 9, 2017**. In the body of your transmittal email, please also indicate Office Service Assistant/Docket Clerk – Hargrove District Court as the position for which you are applying.

