



Office of the State's Attorney for Baltimore City

Office Secretary

The Office of the State's Attorney for Baltimore City (SAO) is seeking a full-time Office Secretary to work with the Assistant State Attorney (ASA) responsible for mental health matters and to work on various Petitions filed with the Court.

Job Description:

The Secretary in this Unit is responsible for assisting the ASA in preparing the Mental Health Docket, filing documents with the Court, submitting various requests to various government agencies and other entities, logging and tracking various Petitions, Writs and other documents received by the SAO and routing them to the appropriate ASA; sending Subpoenas for record requests; and, following up on requests to and from others to ensure their completion. The Secretary regularly goes to the courthouse to pick up documents, file motions and copy files, at least once a day. The Secretary also handles the administrative activities of the Unit including, supply orders, payroll sheets, filing, file storage etc.

Requirements:

- Possession of a High School Diploma
- At least two years' experience providing office support in a legal environment
- Ability to use programs in the Microsoft Office Suite
- Experience working with a case management system is preferred
- Strong inter-personal skills
- Must be punctual and reliable
- Must be highly organized and a self-starter
- Conduct database searches and assisted with data entry
- Assist attorneys with a wide variety of tasks
- Must pass the Criminal Background Check and Drug/Alcohol Screening

Salary Range: (\$33,140-\$39,199)

To Apply:

Interested candidates should email resumes to Resume (resume@statorney.org) with a subject reference of Office Secretary by the close of business **November 14, 2016**. In the body of your transmittal email, please also indicate Office Secretary as the position for which you are applying.