



Office of the State's Attorney for Baltimore City Office Services Assistant II/Traffic Clerk Hargrove District Court

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

Job Description:

Assist attorneys with legal documents.

Obtain DWI files from police agencies.

Check citations/DUI folders when they come in for trial dates which need to be filed, as well as check DUI folders from Police Lab that must be distributed to other Wabash/Eastside Districts.

Copy all discoveries requested from Private Attorneys and Public Defender's Office which may include some tapes to be copied, hand-delivered and/or mailed out; responding to letters received from Private Attorneys.

Compile approximately 20 traffic dockets per month. There are approximately 1050 cases per month in which MVA records and citations are required for each case.

Submit traffic dockets to the attorney at least 12 days prior to the trial date.

Testify in court for the purpose of authenticating the MVA Record.

Keep track of and copy Jury Trials sent downtown.

Check/file statistical reports when submitted from attorneys' breakdown.

File away breakdown from the traffic docket. This includes scanning all guilty files into the database, filing away bench warrants and postponed cases.

Receptionist duties including, but not limited to: answering multi-line phone system, distribute mail, assist at the front desk with customer service questions.

Any other necessary administrative duties as directed by the Division Chief, Building Chief, Traffic Trainer or Administrative Supervisor in order to achieve the SAO Mission.

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: (\$32,400 - \$38,114)

To Apply:

All interested persons should email resume and cover letter to resume@statattorney.org by the close of business Friday, April 27, 2018. Please use "Office Services Assistant – Traffic Clerk" as the subject reference of your email.

THE OFFICE OF THE STATE'S ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER.