



Circuit Court for Prince George's County

Administrative Aide to the Family Division Director (G-19)

SALARY	\$28.85 Hourly \$60,000.00 Annually	LOCATION	MD, MD
JOB TYPE	Full-Time (Grant Funded)	JOB NUMBER	19-00129
DEPARTMENT	Family Division	OPENING DATE	03/25/2024

Nature and Variety of Work

Under the direction of the Family Division Director, the incumbent will perform a variety of advanced and high-level technical administrative and para-professional duties for the Family Division within a large court.

Examples of Work

Duties include, but are not limited to, the following:

- Acts as an intermediary for the Director by maintaining frequent contact with the public, leadership, administrators, judges, professional staff, and other state or local government officials.
- Coordinates schedules and maintains an electronic calendar for the Family Division Director, which includes managing conflicting priorities.
- Develops and maintains relationships across the Family Division to identify opportunities to streamline workflows, prioritize key business activities, and make recommendations to the Director for changes in business processes.
- Interprets administrative decisions and policies for staff and transmits instructions with the Director's authority.
- Manages sensitive information/matters with a high level of confidentiality, sound judgment, and discretion.
- Organizes and coordinates the logistics for various meetings.
- Screens and directs all visitors and phone calls.
- Schedules and organizes travel, conference schedules, and department activities.
- Inventories, requests, receives, organizes, and maintains office supplies.
- Ensures that electronic and paper files are accurate and up-to-date.
- Prepares Word, Excel, PowerPoint presentations, agendas, reports, meeting minutes, special projects, and other documents.
- Receives, reviews, and makes necessary edits to documents before dissemination.
- Replies to written and/or verbal inquiries.
- Performs other duties as assigned.

Minimum Qualifications

Associate's degree in Business Administration or Business Management and two (2) years of advanced secretarial/administrative experience, which involved working with the public, office management, operational details, and some supervisory responsibilities. Any equivalent combination of relevant training, education, and experience will also be accepted.

Additional Information

Funding Source

This position is 100% grant-funded with benefits.

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 on the basis of 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.

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/>

Administrative Aide to the Family Division Director (G-19) Supplemental Questionnaire

*QUESTION 1

Which of the following best describes your education level?

- ☐ Master's Degree or Higher
- ☐ Bachelor's Degree
- ☐ Associate degree
- ☐ Some College
- ☐ High School Diploma or G.E.D

*QUESTION 2

Please indicate your field of study.

- ☐ Business Administration
- ☐ Business Management
- ☐ Public Administration
- ☐ Other

*QUESTION 3

If you selected "some college," please provide the exact number of credit hours earned. If you did not select "some college," please enter N/A.

*QUESTION 4

How many years of experience do you have providing administrative support to a manager or senior executive?

- ☐ 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.

***QUESTION 5**

Describe your experience providing administrative support to a manager or senior executive; include the employers' names and dates of employment. Please do not type "See Resume." If you have no experience, enter "N/A."

*** Required Question**