

GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

JOB TITLE: District Court Case Manager
DEPARTMENT: Office of the State's Attorney for Garrett County
REPORTS TO: State's Attorney for Garrett County
FLSA STATUS: Non-Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

JOB SUMMARY:

Provides secretarial and receptionist services for the District Court Division of the State's Attorney's Office, maintains the case files, and compiles information needed by the State's Attorney to prosecute every criminal case originating in the District Court, as well as Driving Under the Influence and other serious motor vehicle cases.

ESSENTIAL JOB FUNCTIONS (not all inclusive):

- Import, create, review, and code all new incoming District Court files.
- Maintain physical and digital District Court files including correspondence, court documents, and routine filing of documents received for those files.
- Answer and screen a high volume of telephone calls from police officers, victims, witnesses, and general public. Responsible for directing calls to the appropriate department/person and/or handling the call if knowledgeable on the subject in question. Greet and screen individuals coming into the State's Attorney's Office and provide information about the District Court.
- Ensure District Court files are ready for final preparation of cases by the State's Attorney through preparing, organizing, and compiling dockets that contain a large number of files.
- Enter witness names in the Judicial Information System for issuance of summonses.
- Contact victims, witnesses, and police officers regarding case scheduling and trial dates in the District Court; as well as witnesses to be called off in the event of postponements.
- Assist in coordinating court scheduling of cases involving co-defendants, police officers, and witnesses.
- Maintain files for civil citations and non-DUI traffic cases.
- Research expungements and provide court with compliance certificates.
- Communicates material of a technical and confidential nature as well as typing sentencing notification letters, Motions for Continuance, and manual subpoenas for the District Court.
- Assist with tracking pending lab results for all District Court cases and updating digital and physical files once results are received.
- Assist with the preparation and electronic filing of Motions and Answers, with attorney supervision and approval.
- Maintain the Spousal Privilege database.
- Assist with identifying archival files for storage or disposal.
- Prepare mail for metered processing or interagency distribution.
- Assist in maintaining inventory of office supplies and asset management.
- Cover duties of other staff in State's Attorney's Office when necessary.
- Other duties may be assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Associate's Degree, Technical Degree, or equivalent, or;
- Five years of office management, clerical and/or secretarial experience

Knowledge, Skills, and Abilities:

- Skilled in bookkeeping, ability to prioritize the high number of tasks to be accomplished each day.
- Ability to communicate effectively both orally and in writing, and to maintain professional working relationships with other agencies.
- Ability to make independent decisions.
- Ability to maintain calm demeanor and patience when dealing with individuals experiencing difficulties.
- Ability to perform basic math, general accounting, and spreadsheet design, including Microsoft office programs.
- Adherence to the confidentiality of information received in the office.
- Ability to continue job performance with numerous interruptions.

Certificates and Licenses:

- Valid driver's license

PHYSICAL DEMANDS AND WORK ENVIROMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This job involves a large amount of computer work. This position requires the ability to sit for long periods of time. The required use of the computer and preparation of paperwork demands extensive use of hands and fingers.
- Mental alertness is necessary to address matters concerning many different cases and to remember details, names, deadlines, etc. In performing the duties of this position, it will be required to listen and communicate with supervisors and co-workers.
- Physical ability is needed to constantly move files.
- Other physical demands are those typical of an office setting.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is inside an office building, the only difficult condition results from a consistently heavy and demanding workload that requires constant diligence in adequately preparing each case and meeting deadlines. Ability to continue job performance with numerous interruptions.