

**JURY COMMISSIONER & COURT REPORTER
ALLEGANY COUNTY CIRCUIT COURT**

SUMMARY

Responsible for all aspects of the jury program, which includes summoning of jurors, developing the pool of monthly jurors, responding to inquiries of summoned jurors, and any all tasks required to ensure a monthly list of jurors. In addition, this position also assists in the recording of court proceedings using a digital recording system, performs responsible clerical work requiring the ability to operate standard word processing and related data entry systems. Work is performed under regular supervision.

QUALIFICATIONS

Associates Degree or graduation from high school supplemented by a course in word processing. Clerical and typing experience.

(A comparable amount of training and experience may be substituted for the minimum qualifications.)

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of standard office practice, procedures, equipment and clerical techniques; general knowledge of business English, spelling and arithmetic; ability to type or enter data accurately and at a reasonable rate of speed; ability to make arithmetical calculations and file alphabetically; ability to establish and maintain effective working relationships with other employees and the general public; ability to understand and follow oral and written instructions.

(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.)

SALARY AND BENEFITS

This position is classified at Grade 103, with a salary range of \$38,264 - \$72,699 and a complete County benefits package including health and life insurance, paid leave, and pension.

Detailed benefit information can be found on the Human Resources page of the Allegany County website at: <https://www.alleganygov.org/1842/Employee-Benefits-Resources>

**Applications and Complete Job Description are available
in the Main Lobby at the address below or on the Web at:**

<http://alleganygov.org/Jobs.aspx>

(NO PHONE CALLS PLEASE)

Applications are required and must be returned to:

Allegany County Office Complex

701 Kelly Road

Cumberland, MD 21502

****Mailed applications must be postmarked no later than April 24, 2026****

DEADLINE FOR APPLICATION IS FRIDAY, APRIL 24, 2026

ALLEGANY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER