



Job Announcement

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Opening Date:	October 30, 2009	Closing Date:	November 13, 2009
Job Title:	Legal Secretary	Position Type:	At Will
PIN:	000402	FLSA Status:	Exempt
Location:	Court of Appeals Judicial Center Rockville, Maryland	Grade/Entry Salary:	J12 \$40,442 - \$65,209 (Including a subsidy provided by Montgomery County)
		Financial Disclosure:	Yes

Regular State employees subject to promotion/demotion policy

Essential Functions: Serves at the pleasure of the Judge and provides secretarial/administrative/basic paralegal services in support of the Judge. Drafts, types and/or proofreads correspondence, legal and other documents, answers phones, screens callers and writes messages or refers to appropriate parties. Develops office filing systems, sorts and distributes mail. Manages Judge's office and maintains Judge's schedule and makes travel arrangements. Develops and maintains databases and electronic files such as tracking systems or Judge's hearing calendar. Performs basic computer-based legal and other research. Provides case management support; e.g., maintaining case files, searching and checking legal references, completing and/or coordinating distribution and receipt of legal documents; preparing letters requiring a good knowledge of legal procedures and specialized terminology, and providing information on case status and scheduling to participants. Communicates with the staff of other judges and of the Clerk's Office. Performs similar administrative and legal support duties as assigned.

Education: High School Diploma or GED

Experience: Minimum of five years of responsible administrative or secretarial work involving the use of a personal computer, word processing and spreadsheet software.

Preferred: Associates degree in paralegal studies or office administration strongly preferred.

Note: Applicants may substitute an Associate degree from an accredited college or university for two years of the required experience. Completion of a legal secretarial or related program from an accredited business school or school of technology may be substituted for one year of the required experience.

Skills/Abilities: Knowledge of court systems and legal terminology. Knowledge of general office practices and procedures, office equipment and business English. Skill in the use of LEXIS, WordPerfect, MicroSoft Word, Excel and Lotus Notes and in proofreading. Ability to work independently, without receiving daily instruction and supervision. Ability to handle multiple tasks, prioritize work and accept change in work priorities. Ability to format and prepare legal documents. Good problem-solving skills and deal with confidential data, in order to determine appropriate response to queries or appropriate means of dealing with issues or situations. Possess good interpersonal skills and the ability to communicate, both orally and in writing, with the public and other staff, in a patient, effective manner, using proper syntax, grammar and spelling. Ability to perform all essential functions of the position.

Please submit a Judiciary application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary 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, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.