ADMINISTRATIVE ASSISTANT
Magistrate's Chambers - Circuit Court for Frederick County

Wage: $19.61 hourly / $40,786 annually (full benefits)
(Non-Exempt, full-time; 40 hours per week; Monday - Friday; 8:00 a.m. – 5:00 p.m.)
Closes August 17, 2016

KIND OF WORK: This position is assigned to provide administrative and clerical support to the Magistrate of the Circuit Court for Frederick County, MD. An understanding of court processes and legal terminology, as well as word processing and database management are vital to this position. This position reports directly to the Circuit Court Magistrate, with supervision by the Executive Assistant to the Administrative Judge. Direction may also be received from other Circuit Court Judges and/or Magistrates.

EXAMPLES OF WORK:
- Prepare draft orders in "Child in Need of Assistance" (CINA) AND Juvenile Delinquency cases for the Magistrate to use during Court proceedings; revisions are then made according to what takes place in Court
- Prepare reports, recommended court orders and other related legal documents in family cases for the Magistrate from what transpires in court or from verbal instruction and/or from dictation.
- Compose and prepare correspondence , memorandums and other written work for signature; review and respond to incoming mail, e-communications, etc
- Attend meetings and take minutes on behalf of the Magistrate as needed
- Assist the Magistrate with leave coordination and documentation, as well as the scheduling of meetings and chambers conferences as needed
- Assist the Magistrate with coordination of conferences, training and travel, ensuring proper documentation and entry for reimbursement is processed
- Track and report information involving child support hearings and orders to be submitted by counsel
- Assist with creating and updating template documents utilized by the Magistrates
- May perform data entry, filing, reception duties; including answering phone calls or mail processing and other office support
- As needed, provide assistance to other Magistrates and/or Judges of the Circuit Court
- Perform other related duties as required

QUALIFICATIONS AND REQUIREMENTS:
- High school graduate or the equivalent
- Minimum 4 years of legal administrative support experience in the court system or in support of the court process
- Skill in detailed transcription from recorded or written dictation
- Strong clerical and record keeping skills that include a minimum of 2 years of experience or training in word processing, computerized spreadsheets and database management.
- Ability to accurately create and maintain a calendaring system, coordinating with multiple agencies and individuals
- Ability to effectively organize duties, determine priorities and complete assigned work with minimal supervision
- Ability to work with sensitive, confidential information and maintain appropriate confidentiality
- Ability to develop and maintain effective working relationships with representatives of the Court, co-workers and the general public
- Strong and effective spoken and written (English) communication skills, including composition, proofreading, and correct use of legal terminology and procedures

SPECIAL REQUIREMENTS:
- Available for possible varied work hours, as needed, to accommodate Court dates or the Magistrate's schedule

PREFERENCES:
- Paralegal certification or degree from an accredited institution and/or related education pertaining to the legal field
- Minimum 2 years work experience with the Maryland Judiciary
- Minimum 2 years work experience with family law and/or juvenile matters specifically

KIND OF EXAMINATION (may include):
1) An evaluation of training and experience
2) Job-related office skills testing
3) One or more interviews
4) A pre-employment physical examination and drug test

5) A background check

To apply for this position please visit the Frederick County Government website at www.frederickcountymd.gov and click on Employment. Then under Job Opportunities http://agency.governmentjobs.com/frederickmd/default.cfm scroll down to the position marked Administrative Assistant and apply online. Or click on the following link and it will take you to the job description and online application process:

http://agency.governmentjobs.com/frederickmd/default.cfm?action=viewJob&jobID=1498737&hit_count=yes&headerFooter=1&promo=0&transfer=0&WDDXJobSearchParams=%3CwddxPacket%20version%3D%271%2E0%27%3E%3Cheader%2F%3E%3Cdata%3E%3Cstruct%3E%3Cvar%20name%3D%27CATEGORYID%27%3E%3Cstring%3E%2D1%3C%2Fstring%3E%3C%2Fvar%3E%3Cvar%20name%3D%27PROMOTIONALJOBS%27%3E%3Cstring%3E0%3C%2Fstring%3E%3C%2Fvar%3E%3Cvar%20name%3D%27TRANSFER%27%3E%3Cstring%3E0%3C%2Fstring%3E%3C%2Fvar%3E%3Cvar%20name%3D%27FIND%5FKEYWORD%27%3E%3Cstring%3E%3C%2Fstring%3E%3C%2Fvar%3E%3C%2Fstruct%3E%3C%2Fdata%3E%3C%2FwddxPacket%3E