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Class Code: 007409
Position Number: 000248
Grade: 18 (Exempt)
Salary: \$73,434
Closing Date: January 4, 2016

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

Personnel Class Specification

JUDGE'S ADMINISTRATIVE ASSISTANT

DEFINITION OF CLASS

An employee in this position performs highly responsible administrative, secretarial, and clerical work characterized by handling and coordinating overall office duties. Employee is expected to have a thorough knowledge of Court organization and office practices, and be able to make independent decisions when dealing with the public and employees. Information obtained in the course of the performance of these duties may be confidential or private in nature.

The employee in this position must recognize that visitors to the Court may be under significant stress and ensure that they are treated with dignity and discretion as they obtain court-ordered services. An employee in this position serves in an *at will* status and works at the discretion of the judge.

EXAMPLES OF ESSENTIAL FUNCTIONS

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, skills, and/or abilities required. This job description shall not be construed to describe an exhaustive list of all duties that may be performed by such a person. Reasonable accommodations will be made in accordance with applicable law(s) to enable individuals with disabilities to perform the essential functions.

- Prepare court orders, monthly reports, and routine correspondence.
- Review files with orders, exhibits, etc., and mailing of orders to counsel for transmittal to the Clerk's Office and the Assignment Office.
- Maintain "tickler" systems to ensure that orders and judgments are promptly submitted for Judge's signature and filed when ripe.
- Maintain and file Judge's notes in a personal filing system.
- Maintain the trial/court calendar for the judge.

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- Handle telephone and personal contacts with attorneys and the general public. Schedule telephone conference calls, in-chambers conferences, and specially set hearings. Contact attorneys to ascertain the status and other information about cases.
- Assist the law clerk in the courtroom when necessary.
- Monitor printer and distribute orders.
- Prepare monthly “under advisement lists” to be submitted to the Administrative Judge.
- Prepare Judge’s leave requests and submit them to Administrative Judge, Administrative Office of the Court, Family Division Coordinator, Assignment Commissioner, and Courtroom Clerks.
- Pick up mail daily from the mailroom and process accordingly.
- Order office supplies.

This job description reflects management’s assignment of essential functions. It does not prescribe or restrict additional various diversified tasks and assignments that may be required by the Judicial Officer.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work the full-time standard Court work schedule of 8:00 a.m. to 5:00 p.m. (Monday through Friday) with flexibility to accommodate any necessary early or late meetings.
- Maintain a regular, punctual and reliable level of attendance.
- Ability to work independently and have high level of interpersonal skills to handle sensitive and confidential situations.
- Ability to communicate effectively, orally and in writing, and exercise a high degree of judgment, tact, diplomacy, and competence in dealing with judges, attorneys, court personnel, and the public.
- Must have knowledge of secretarial and office administrative procedures, and knowledge of use and operation of standard office equipment.
- Ability to set priorities and simultaneously process multiple tasks and maintain a professional demeanor when dealing with court personnel and the public at all times.

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- Ability to make decisions based on experience, good judgment, and established policies and procedures.
- Ability to pay attention to detail in composing, typing and proofing materials; set priorities, and simultaneously process multiple duties and responsibilities.
- Knowledge of and ability to apply fundamentals of business English, spelling, grammar, punctuation, standard office practices, and procedures.
- Excellent telephone manner and experience dealing with the public.
- Conversational Spanish desirable but not required.
- Ability to lift and transport stacks of court files to perform the essential functions of this position.
- Ability to develop and maintain collaborative and professional working relationships with court personnel and the public.

MINIMUM QUALIFICATIONS

- B.S. or B.A. degree in public or court administration from an accredited university or a paralegal degree from an accredited institution with three years of legal secretarial experience.
- Advanced knowledge of Circuit Court's case management system and general knowledge of Microsoft Office Suites.
- Excellent oral communication skills and an even temperament are high priority considerations for this position.
- Excellent organizational skills and customer service are of the highest priority as well as competence and temperament to communicate with the legal community, in-house court personnel, and the general public in a fast-paced environment.
- Superior writing skills and command of English is essential.
- An equivalent combination of education and experience may be substituted with five years of court experience.

How to apply for employment opportunities in the Administrative Office of the Circuit Court:

1. Please open the [Online Employment Application PDF](#). **Mac users MUST use Adobe to complete the application. The Mac "Preview" application will not transmit your information to us.** The application form requires you to have Adobe Reader version 8 or higher. Go to <http://get.adobe.com/reader/> to download the latest Adobe Reader version.
2. A button marked "Highlight Fields" will be above and to the right of the Application form. Click the button to show fields that can be typed in.
3. Complete all applicable fields by typing or clicking into each one.
4. On the last page of the Application there are two buttons. The **Print** button will allow you to print a copy for yourself. The Save As button will allow you to save the completed application to your computer.
5. Please send an email with the following attachments to adminhr@mcccourt.com: completed application, cover letter, resume, and a writing sample.