

Class Code: 007467  
Position Number: 017748  
Grade 16 (Non-Exempt)  
Salary Range: \$40,935-\$67,206  
Closing Date: August 26, 2016

## **CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND**

### **Personnel Class Specification**

### **MAGISTRATE'S SECRETARY**

#### **DEFINITION OF CLASS**

An employee in this position performs a broad range of administrative, secretarial, and clerical work for the one of more Family Magistrates. The Administrative Aide is responsible for overseeing all office duties for their assigned magistrate and may be called on to assist other Magistrates on special projects. Employee should have a thorough knowledge of Court organization and procedures, general office practices, and be able to make independent decisions in dealing with the public, staff and other Court employees. Information obtained in the course of the performance of these duties may be confidential or private in nature.

The Administrative Aide 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.

**Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that the employee or the Court may terminate the employment relationship at any time, with or without cause. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents, including Montgomery County Personnel Regulations.**

#### **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. It does not proscribe or restrict additional various tasks and assignments that may be required by the Court Administrator and/or Judicial Officers.

- Prepare Orders, Judgments of Divorce, Reports of the Family Magistrates, and routine correspondence.
- Compose correspondence in response to inquiries based upon independent research and compilation of data from files, records, and various databases.

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- Prepare files and transmittals to the Clerk's Office with Orders, Exhibits, etc., and mail Reports and Orders to counsel.
- Prepare standardized and/or pre-formatted memoranda, letters, reports, forms, and other office documents.
- Maintain "tickler" alert systems to ensure that Orders and Judgments are promptly submitted for Judge's signature and filed when ripe.
- Maintain and file each Magistrate's notes in a personal filing system.
- Telephone and make personal contact with attorneys and the general public such as scheduling telephone conference calls, in-chambers conferences, child interviews, specially set hearings, etc. Contact attorneys to ascertain status of Consent Orders, Qualified Domestic Relations Orders, Pretrial Statements, Joint Martial Property Statements, etc.
- Assist Magistrates in the courtroom during Scheduling Conferences and distribute orders and important information to the parties. Keep courtroom stocked with appropriate forms and brochures for self-represented litigants.
- Distribute appropriate copies of scheduling orders to the Assignment Office and the Family Division to be distributed to the appropriate department within the division.
- Review pleadings for legal sufficiency and prepare files for the Magistrate.
- Review Orders submitted to determine if they meet the criteria for removing hearing dates from the Court calendar that may have settled at facilitation, or have settled in general. Disposition all Facilitator Data Memorandum sheets in the internal case management system. Generate a memo to the Assignment Commissioner removing, postponing, and setting any hearing dates.
- Review files for fee petitions and appointment of a Child Privilege Attorney and Best Interest Attorney. Request financial statements and contact attorneys to be appointed. Prepare orders of appointments to be entered by the Family Department.
- Prepare monthly "under advisement list" to be submitted to the Administrative Judge.
- Prepare Magistrate's leave requests and submit them to the Assignment Commissioner to be distributed to the Administrative Judge, Administrative Office, and Courtroom Clerks.
- Prepare Magistrate's expense reports.
- Order transcripts from Technical Services for oral recommendations/agreements placed on the record and prepare orders consistent with the Magistrate's recommendations.

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- Assist other Magistrates and Administrative Assistants as needed.
- Pick up mail daily from the mailroom and process accordingly.
- Order office supplies.
- Develop and maintain positive working relationships with other court personnel.

### **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/courtroom.
- Maintain a regular, punctual, and reliable level of attendance.
- Ability to work independently and have strong interpersonal skills to handle sensitive and confidential situations.
- Ability to communicate effectively, both 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.
- Knowledge of secretarial and office administrative procedures.
- Ability to handle stress and maintain a professional demeanor when dealing with court personnel and the public at all times.
- Superior writing skills and command of English is essential.
- Excellent oral communication skills and an even temperament.
- Excellent organizational skills
- Ability to lift and carry stacks of court files, and transport court files from one department to another within the Court.
- Ability to develop and maintain collaborative and professional working relationships with court personnel and the public.

### **MINIMUM QUALIFICATIONS**

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- 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; Paralegal certificate preferred.
- Advanced knowledge of Microsoft Office applications, including at a minimum, Microsoft Word and Excel.
- Advanced knowledge of court case management systems.
- At least two years' customer service experience.
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- Transcription experience preferred.
- An equivalent combination of experience and education may be substituted.

***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](mailto:adminhr@mcccourt.com): completed application, cover letter, resume, and a writing sample.