



CECIL COUNTY GOVERNMENT POSITION ANNOUNCEMENT

CECIL COUNTY CIRCUIT COURT **ASSIGNMENT CLERK**

The Circuit Court for Cecil County is looking for an **Assignment Clerk** with a starting hourly rate of \$20.62 (Grade 112J). This position assists the Assignment Commissioner in scheduling and monitoring of criminal and civil cases in courtrooms before the Circuit Court Judges within state mandated time frames. Immediate supervision and direction is received from the Assignment Commissioner.

Position requirements: High School Diploma or G.E.D.; Minimum of one year as a legal secretary preferred; or equivalent technical training, experience and education; knowledge of the Circuit Court system and familiarity with trial practice, legal procedures and Maryland guidelines preferred; valid driver's license.

Essential Functions: Schedules all cases that come before the Circuit Court; produces and distributes assignment notices to appropriate parties; enters pertinent data into computer system for case scheduling. Advises judges contemplating postponement if they can be rescheduled within the mandated time standards. Retrieves pertinent information from new cases to assign court dates and arrange court interpreters. Works as a team within the Assignment Office to effectively use available judicial manpower to maximize the number of cases heard within the state-mandated time standards. Coordinates the case assignment to judges and courtrooms for hearing, trial and disposition. Prepares and monitors/updates case schedule for each judge/courtroom. Answers questions related to any aspect of the Assignment Office. Monitors court proceedings to advise Assignment Commissioner of continuances, unexpected pleas, etc. which would impact scheduled trial dates. Updates electronic case management records with notices of assignment for scheduled and pending trials. Consults with attorneys to ascertain pending case status; informs Assignment Commissioner, Jury Commissioner, and makes notes of status updates. Records and retrieves addresses of undelivered assignment notices, updates system, and notifies parties by assignment mailing. Updates publicly posted dockets daily. Cross trains with all Assignment Office positions to serve as backup when required. Assists Assignment Commissioner with case management duties utilizing available reports and resources.

Application Procedure: Please go to www.ccgov.org to complete an application/ submit a resume.

Cecil County Government is an Equal Opportunity Employer and does not discriminate because of race, color, age, sex, religion, national origin, political affiliation, or handicap.
EOE/AA/ADA.