

**Maryland Judiciary**  
**Circuit Court for Harford County**  
**Job Announcement**

**Judicial Assistant to the Honorable Yolanda L. Curtin**  
**Third Judicial Circuit Administrative Judge/County Administrative Judge**  
**For the Circuit Court for Harford County**

**Closing Date:** October 2, 2024

**Court:** Circuit Court for Harford County

**Starting Salary:** \$60,000 - \$75,000

**Position:** Regular Employee Fulltime, At-Will<sup>1</sup>

**Financial Disclosure:** Required to complete annually.

**Application Process:** In addition to filling out an online application through [www.governmentjobs.com/careers/harford](http://www.governmentjobs.com/careers/harford), please send the following items to [jlmolloy@harfordcountymd.gov](mailto:jlmolloy@harfordcountymd.gov)

1. Cover Letter
2. Resume
3. List of three references

**Description of position:** This position performs a wide variety of experienced administrative support and office management duties for the Administrative Judge. Considerable knowledge of court procedures, policies and processes required. Typically acts as “gatekeeper” for the Chambers of the Administrative Judge and is liaison for internal and external stakeholders. Drafts correspondence and documents on behalf of the Administrative Judge with knowledge of the individual’s style and intent. Work is performed under general supervision by the Administrative Judge.

**Education:** Graduation from an accredited high school or possession of a high school equivalency certificate.

**Experience:** Five (5) or more years of experience providing secretarial, clerical, paralegal or administrative work involving the use of a personal computer and word processing software. Preferably experience in and with the legal profession and courts. Paralegal degree or legal administrative assistant a plus.

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<sup>1</sup> Pursuant to Maryland Rule 16-105 (c) Courts and Judicial Proceedings Article of the Annotated Code of MD, this position serves at the pleasure of the Administrative Judge of the Circuit Court.

**Notes:** Employees in this classification must undergo a criminal background check and drug screening.

**Essential Functions:**

- Prepares a range of general to complex administrative and confidential correspondence, and memorandums on behalf of the Administrative Judge. Proofreads outgoing correspondence, court opinions, and court orders for completeness and accuracy.
- Transcribes dictation and ability to take notes and direction from the Administrative Judge in completing necessary tasks after court hearings and trials.
- Acts as an intermediary for the Administrative Judge including contacts with the public, Clerk of the Court and courthouse personnel, other judges, attorneys, and their respective staffs.
- Coordinates court hearings with attorneys and Assignment Office as well as committee and other meetings for the Administrative Judge.
- Maintains travel expenses for reimbursement in GEARS; Judge's leave in CONNECT; input data in MAGS; and familiarity with ODYESSY/MDEC to navigate court cases.
- Performs receptionist duties to include answers, screens, and routes telephone calls; maintains multiple calendars; orders and maintains office supplies needed for Chambers.
- May perform human resources functions, including maintaining personnel files, performing orientations, distributing, collecting and coordinating new hire of law clerks and other positions which become available within the court under the control of the Administrative Judge.
- Receives, opens, sorts, and distributes mail and other materials in accordance with established procedures; as well as maintaining important and confidential records and files.
- Interaction with the Departments of the Clerk of the Court for Harford County, attorneys, Sheriff's Department, as well as Harford County and State of Maryland agencies.
- Assists in coordinating courthouse events such as National Adoption Day, school tours, and other courthouse activities involving the Administrative Judge.

**Skills/Abilities:** A successful applicant for the position must be able to:

- Work a full-time standard work schedule of 8:30 a.m. to 4:30 p.m. (Monday through Friday) with flexibility to accommodate any necessary early or late meetings/hearings.
- Maintain a regular, punctual, and reliable level of attendance.
- Work independently but in accordance with the practices and procedures of the Circuit Court.
- Demonstrate a high level of interpersonal skills to handle sensitive and confidential situations, to communicate effectively orally and in writing, tactfully and professionally with judges, attorneys, court personnel, agencies, and the public.
- Handle multiple tasks and maintain a professional demeanor when always dealing with court personnel and the public.
- Demonstrate careful attention to detail in composing, typing and proofing materials.
- Set priorities and simultaneously process multiple duties and responsibilities.
- Apply fundamentals of professional/legal English, including spelling, grammar, and punctuation.
- Ability to use and maintain various filing systems as well as standard office and business equipment including personal computers, word processing, spreadsheets, and database software.
- Knowledge of legal terminology and judicial system language.
- Accuracy and attention to detail and the ability to maintain confidentiality.

**Other Qualifications:**

- Must undergo a criminal background check and drug screening.

**The Maryland Judiciary and the Circuit Court for Harford County are a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate based on race, color, religion, age, sex, marital status, national origin, physical or mental disability, familiar status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or Federal Law. Applicants who need an ADA accommodation for an interview may request such assistance in advance of an interview.**