

QUEEN ANNE'S COUNTY JOB DESCRIPTION

POSITION TITLE: FULL TIME - JUDICIAL ASSISTANT - JUDGE

GRADE: 108

FLSA STATUS: Non-Exempt

ESSENTIAL STATUS: Non-Essential

EFFECTIVE DATE: October 2024

DEPARTMENT: Circuit Court

NIMS: No

SAFETY SENSITIVE: No

JOB SUMMARY

Manage day-to-day operation of the Circuit Court Judge's chambers with minimal supervision. Responsibilities include, but not limited to performing secretarial, complex administrative and paralegal tasks.

ESSENTIAL FUNCTIONS

Document Management:

- Organize and inventory incoming confidential materials regarding sensitive case information in association with monthly conference and argument schedules
- Maintain databases and electronic files
- Summarize materials
- Prepare spreadsheets for tracking cases
- Maintain office filing system

Legal Assistant/Paralegal Duties:

- Proofread draft opinions to check for clarity, spelling and grammatical issues
- Assist with cite-checking as needed
- Assist with drafting various proposed Orders
- Conduct general research as needed

Administrative Support and Office Administration:

- Collect, sort, and distribute mail
- Process search warrants

- Work tasks in Odyssey queue
- Coordinate for funding approval letters with local organizations
- Assist Visiting Judges with daily work when needed
- Administer zoom invites when necessary
- Answer phones, screen calls and relay messages
- Act as liaison to both internal contacts and external contacts
- Maintain Judge's calendar and schedule appointments
- Respond to requests for information
- Operate office equipment such as copier, fax machine, printers, and phones
- Maintain supply inventory, check supply levels, anticipating needed supplies and submitting request for supplies as needed
- Report maintenance issues

Human Resources-Related Duties:

- Collaborate with law school career development offices to arrange for posting of clerkship and internship announcements
- Conduct initial review of applications submitted by law clerk and intern candidates
- Maintain records on law clerks and interns regarding employment dates and performance
- Assist State Human Resources department with distribution of information and forms to incoming law clerks
- Act as liaison between Judge, incoming law clerks and outgoing law clerks to coordinate start dates and provide documentation of start dates and separation dates to State Human Resources

Clerical Accounting Duties:

- Prepare and process travel reimbursement requests through General Enterprise Resource Support System (GEARS)
- Enter Interpreter invoices into GEARS
- Review policies and procedures

Technology-Related Duties:

- Answer questions about computer programs and court-issued electronic devices
- Collaborate with Judicial Information Systems personnel to identify the cause of and solution for computer-related issues that cannot be resolved without your knowledge and assistance
- Attend training sessions to become familiar with new software and systems

KNOWLEDGE, SKILLS, AND ABILITIES

- Organizational skills and attention to detail
- Ability to use computers, word processing programs and spreadsheets
- Ability to exercise discretion and maintain a high level of confidentiality
- Knowledge of proper grammar, spelling, punctuation, and legal terminology

- Ability to demonstrate analytical thinking skills and research skills
- Ability to communicate effectively in writing and via telephone
- Knowledge of office procedures and general practices
- Ability to perform basic math calculations
- Ability to communicate effectively
- Ability to work independently and to set priorities
- Ability to use computers and word processing programs and create spreadsheets
- Knowledge of deadlines and procedures put in place by Human Resources and the ability to track progress of materials submitted and to meet deadlines
- Ability to understand and interpret policies and procedures related to the General Enterprise Resource Support System
- Ability to maintain records and receipts
- Knowledge of computer terminology
- Ability to identify when an expert needs to be consulted

CERTIFICATES, LICENSES, REGISTRATIONS

Paralegal Certificate required

Possession of a Class C Maryland Motor Vehicle Operator's License (or the equivalent from another issuing state) or the ability to obtain such a license within thirty (30) days of appointment to position.

EDUCATION AND EXPERIENCE

Minimum Requirements

Education: Associate Degree

Experience: 4 years of work experience in the legal field providing secretarial, administrative, or paralegal assistance in which candidate regularly used office equipment, computers, and word processing software.

Preferred Qualifications:

Education: Bachelor's Degree

Experience: At least 4-6 years of work experience in the legal field providing secretarial, administrative, or paralegal assistance in which the candidate regularly used office equipment, computers, and word processing software, and has experience cite-checking and using the Bluebook.

PHYSICAL DEMANDS

Light Work Exerting up to 20 pounds of force occasionally.

Reasonable accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORK ENVIRONMENT

Work is performed in an office like setting.

COMMENTS

This position has been designated as a NON-ESSENTIAL POSITION.

Employees must conform to applicable policies and safety rules.

An employee must serve a period of twelve months probation during which he or she may be terminated without notice, cause, hearing or right of appeal.

This description lists the major duties and requirements of the job and is not all-inclusive.

To apply please visit: www.qac.org/employment