

WORCESTER COUNTY
CIRCUIT COURT

Judicial Assistant/ Family Services

Grade 14, Step 1, \$35,214/ \$16.93 per hour (7/1/19)

(The Court may increase the starting salary based on experience and budget limitations)

Applications will be accepted through 8/23/2019 via e-mail, regular mail or in person to:

Michael Howard, Court Administrator Rm 208
Circuit Court- Worcester County
1 West Market Street
Snow Hill, Md. 21863
Michael.howard@mdcourts.gov

Applicants are subject to a background check

This individual will be responsible for providing administrative support and complex para-legal secretarial duties to the Magistrate of the Circuit Court for Worcester County. It requires the use of independent judgment and mature discretion as well as strong organizational, communication, technical and interpersonal skills. An understanding of court processes and legal terminology, as well as word processing and database management are vital to this position. This position reports directly to the Circuit Court Magistrate, with supervision by the Court Administrator and the Administrative Judge.

DUTIES AND RESPONSIBILITIES:

- Performs specialized paralegal work at the advanced level within the Magistrate's Office and the Family Services Division
- Responsible for assisting the Magistrate in the daily operation of his/her court room including preparing the bench
- Assists the Magistrate in court room procedures such as dockets, preparing files, generating paperwork, preparing orders, etc.
- Responsible for resolving a variety of unprecedented or unusual problems that may arise throughout the day
- Utilizes paralegal skills to prepare court reports, orders and correspondence for the Magistrate and proofreads to ensure minimal errors
- Maintains all filing for the Magistrate and Family Division staff utilizing the required MDEC system
- Responsible for effectively utilizing required judiciary systems, such as GEARS and CONNECT
- Adheres to Case Flow Management policies and practices

- Maintains confidentiality of court records and information
- Assists the public and court related personnel on the phone and in person
- Establishes and maintains effective working relationships with employees, court-related agencies and the general public
- Responsible for assisting the Family Division Coordinator in the operation of the Court's ADR program/s
- Prepares files and reports for CINA dockets
- Schedules maintenance of all JIS issued and office equipment; computers, printers and photocopier
- Responsible for copying and maintaining all domestic relations forms in the Family Division, Clerk's office and pro se assistance clinic
- Accurately enters and maintains data in the Family Division/AOC database
- Performs lead clerical assistance to prepare for meetings/trainings, including, preparing agenda's, binders and securing needed equipment
- Performs other related duties as directed by the Department Head to include providing secretarial services to visiting Judges

QUALIFICATIONS AND SKILLS:

- High school diploma equivalent plus more than 5 additional years of work-related training and experience.
- Legal administrative support experience in the court system or in support of the court process.
- Ability to demonstrate that one is trustworthy, ethical, and committed to excellent customer service.
- Ability to demonstrate pro-active approaches to problem-solving, sound judgment and strong decision-making skills.
- Proficient typing skills necessary to produce accurate documents, correctly formatted, proofread and in reasonable time, without the need for strict scrutiny.
- Effectively and efficiently handle multiple tasks with excellent attention to detail.
- Ability to demonstrate communication skills necessary to promote appropriate professional relationships with staff and court users.
- Ability to demonstrate intermediate to advanced level skills in Outlook, MS Word, Excel, PowerPoint, Publisher, etc.
- Ability to schedule, coordinate and prepare for conferences and meetings
- Ability to perform and prioritize multiple tasks seamlessly.
- Ability to handle confidential information with discretion.
- Proficiency in office practices and procedures including the ability to operate office equipment.

PREFERENCES:

- Paralegal certification or degree from an accredited institution and/or related education pertaining to the legal field
- Minimum 2 years work experience with the Maryland Judiciary
- Minimum 2 years work experience with family law and/or juvenile matters specifically.