



MAGISTRATE'S ADMINISTRATIVE AIDE

CIRCUIT COURT FOR ANNE ARUNDEL COUNTY, OFFICE OF THE COURT
ADMINISTRATOR

The Circuit Court for Anne Arundel County is seeking to hire administrative aide to Magistrate Sandra Howell. This position will oversee the day-to-day operations of the office and operate with a high degree of independence and discretion. Responsibilities include but are not limited to interacting with members of the public, attorneys and various court departments; managing the magistrate's cases, including initial case preparation and preparing the magistrate's reports and recommendations; and other duties as assigned.

SKILLS/ABILITIES: Strong computer skills, familiarity with Microsoft Office and excellent typing skills, including the ability to type from dictation. Excellent organizational, communication (written and oral), and interpersonal skills. Ability to exercise a high degree of judgment, tact, diplomacy, and competence in dealing with judges, attorneys, court personnel, and the public. Ability to prioritize and manage multiple assignments. Understanding of family law and juvenile court procedures. Proficiency in Odyssey, the court's electronic case management system, preferred.

SALARY/BENEFITS: This a full-time Anne Arundel County Grade 12 position with benefits. Starting salary range is \$46,147-\$56,622.

APPLICATION PROCEDURE: Interested candidates should submit a cover letter, resume, and list of three professional references as a SINGLE PDF document to OfficeofCourtAdministration@mdcourts.gov by 4:30 p.m. on August 26, 2022.