

The Circuit Court for Anne Arundel County is seeking to hire a Magistrate's Administrative Assistant.

The position will assist in the preparation of cases; draft Reports and Recommendations; respond to communications from courthouse personnel, attorneys, and members of the public; assist other chambers as needed; and other duties as assigned. Attention to detail, computer experience, and excellent writing and communication skills are a must. Court experience or a paralegal/law office background is helpful. Experience with dictation/transcription is strongly preferred. This is an Anne Arundel County grade 12 position.

The candidate hired for the position will serve as the administrative assistant the Honorable David S. Bruce and then as the administrative assistant to his successor.

Please submit a cover letter, resume, and list of three references as a **SINGLE PDF** document to MagistrateAdmin@circuitcourt.org by 4:30 p.m. on December 26, 2019.