JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Bi-Lingual Paralegal Assistant II

GRADE: G-16 (Paralegal Assistant II)

ANNUAL SALARY: $37,225 -$40,000

LOCATION: Family Division, Circuit Court for Prince George's County, Upper Marlboro, Maryland

TYPICAL DUTIES: The candidate, under the general supervision of the Paralegal Supervisor, is responsible for providing paralegal services to English and Spanish speaking litigants pertaining to family law matters inclusive of domestic, juvenile, CINA/TPR and child support cases. Duties includes but are not limited to: drafting orders and memoranda; distributing case files to the appropriate personnel for further action; performing basic manual and automated research at the request of a Judge or Magistrate; reviewing pleadings and alerting litigants, attorneys and/or the Judge to discrepancies or areas requiring special attention; reviewing issues requiring legal determination with the Family Division Coordinating Judge; screening clients requests to determine the nature of the inquiry; ensuring all emergency pleadings and documents are filed in accordance with Maryland Rules and Procedures and preparing necessary paperwork for the Judge's review. Performs other duties as assigned within the classification.

MINIMUM QUALIFICATION REQUIREMENTS

Must be fluent in Spanish and English (reading, writing, and speaking). An Associate of Arts degree in paralegal studies, criminal justice or legal studies and/or a Paralegal Certificate from an accredited college or university, plus three (3) years of experience in performing paralegal/legal assistant work. Have advanced knowledge of family law, legal procedures and terminology. Ability to research and compose legal documents, letters and memoranda. Experience with various agency databases and proficiency in Microsoft Office Suite required. Ability to exercise high degree of judgment, diplomacy and competence interacting with Judges, Magistrates, public officials, attorneys, litigants, co-workers and the general public. Applicants are subject to background checks.

ADDITIONAL REQUIRED INFORMATION: A Circuit Court for Prince George's County Employment Application and Supplemental Questionnaire must be submitted for this announcement. Employment Applications are available at http://princegeorgescourts.org/jobs.aspx.

CLOSING DATE: Applications must be received by 5 p.m. EST on Thursday, December 13, 2018.

APPLY TO: Department of Human Resources, Court Administrative Office
Room M2407, Court House, Upper Marlboro, MD 20772
FAX (301) 952-4447 E-Mail: Humanresources@co.pg.md.us

Paralegal Assistant II - Supplemental Questionnaire

*1. Which of the following best describes your level of completed education?

   a. Associate's

   b. Paralegal Certificate

   d. High School or G.E.D.

*2. Please select your field of study.

   a. Paralegal Studies

   b. Criminal Justice

   c. Legal Studies

   d. Other

***3.** Do you speak Spanish fluently?

   a. Yes   b. No

*4. If you responded "Yes" to question # 3, please indicate how many years of experience you possess in speaking Spanish and describe your experience in providing written and verbal communications to customers in Spanish.

*5. How many years of experience working as a Paralegal/Legal Assistant do you possess?

   a. I do not have any experience working as a Paralegal/Legal Assistant

   b. Less than 3 years

   c. 3 years or more

*6. Describe in detail your experience working as a Paralegal/Legal Assistant and include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/A".