

# **JOB ANNOUNCEMENT**

## **CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY**

**POSITION TITLE:** Paralegal Assistant II (**Grant Funded**)

**GRADE:** G-16 (Paralegal Assistant II)

**ANNUAL SALARY:** \$40,000 - \$45,000 (Negotiable, based on qualifications and work experience)

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

**TYPICAL DUTIES:** The candidate, under the supervision of the paralegal supervisor is responsible for reviewing and researching legal issues pertaining to family law matters inclusive of domestic, juvenile, CINA/TPR and child support cases. Duties include but are not limited to: drafting orders and memoranda; distributing case files for further action; performing basic manual and automated research; 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 customer requests; ensuring all emergency pleadings and documents are filed in accordance with Maryland Rules and Procedures; preparing paperwork for the Judge's review. Performs other duties as assigned.

### **MINIMUM QUALIFICATION REQUIREMENTS**

An Associate of Arts degree in paralegal studies, criminal justice, or legal studies; or three (3) years of experience in performing paralegal/legal assistant work. Any equivalent combination of relevant education, training and experience will also be accepted. Knowledge of family law, legal procedures and terminology. Knowledge of court and judicial proceedings. 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:** Opened until filled.

**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](mailto:Humanresources@co.pg.md.us)

**Eligibility to Work:** Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. Citizens and lawfully authorized alien workers. Applicants who are selected for employment will be required to show and verify authorization to work in the United States.

Circuit Court for Prince George's County is an Equal Opportunity Employer, Committed to Diversity in the workplace. This court does not discriminate on the basis of Race, Religion, obtain a copy of the Circuit Court for Prince George's County EEOP Utilization Report upon request.

Reasonable accommodation upon request.

## Paralegal Assistant II - Supplemental Questionnaire

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

- a. High School or G.E.D.
- b. Paralegal Certificate
- c. Associates Degree
- d. Other Please Specify: \_\_\_\_\_

2. Please select your field of study.

- a. Paralegal Studies
- b. Criminal Justice
- c. Legal Studies
- d. Other Please Specify: \_\_\_\_\_

3. 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

4. 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".

5. Do you pertain advanced knowledge of family law, legal procedures and terminology?

- a. Yes
- b. No

6. If you responded "Yes" to question #5 describe in detail your advanced knowledge of family law, legal procedures and terminology, include the employer's name and dates of employment. Please do not type "See Resume".