

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Paralegal Assistant (Juvenile)

GRADE: G-16 (Paralegal Assistant II)

ANNUAL SALARY: \$36,225 – \$47,000

LOCATION: Juvenile Support Unit, Circuit Court for Prince George's County,
Upper Marlboro, Maryland

TYPICAL DUTIES: The incumbent is responsible for assisting in the review and research of legal issues pertaining to juvenile law matters. Drafts court orders generated from matters heard before the Juvenile Coordinating Judge and Magistrates including adjudication, disposition, detention, continued detention, release, writ review and review hearings. Disseminates signed court orders to appropriate parties. Performs basic manual and automated research at the request of the Juvenile Coordinating Judge to determine the status of a case. Prepares necessary paperwork for the Judge's review. Reviews pleadings and alerts litigants, attorneys and/or the Judge regarding discrepancies or areas requiring special attention. Responds to various inquiries, in person and via phone, from the public, attorneys and court related agencies concerning juvenile law matters. Ensures all emergency pleadings and documents are filed in accordance with Maryland Rules and Procedures. The incumbent may also perform other duties as assigned within the classification.

MINIMUM QUALIFICATION REQUIREMENTS

Paralegal certificate, an Associate of Arts Degree in paralegal studies from an accredited college or university or an Associate of Arts Degree in a relevant field, such as criminal justice or legal studies, from an accredited college or university, and relevant experience. Have advanced knowledge of juvenile law, legal procedures and terminology. Have the ability to research and compose legal documents, letters and memoranda. Must be proficient in Microsoft Office Suite and have experience with various computer data systems. Have the ability to exercise high degree of judgment, diplomacy and competence interacting with Judges, Magistrates, public officials, attorneys, litigants, colleagues and the general public. Ability to speak Spanish is a plus. Applicants are subject to background check. A Circuit Court for Prince George's County Employment Application must be submitted for this announcement and is available at <http://princegeorgescourts.org/job.aspx>.

CLOSING DATE: Applications must be received by 5:00 p.m. EST on Tuesday, January 17, 2017.

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

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

The 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, Color, Sex, Age, National Origin or Disability. Reasonable accommodation upon request.