

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Paralegal Assistant II – Senior Judges, Alternative Dispute Resolution (ADR) Unit

GRADE: G-16 (Paralegal Assistant II)

ANNUAL SALARY: \$37,685 - \$47,000

LOCATION: Senior Judges' Chambers, Circuit Court for Prince George's County, Upper Marlboro, Maryland

TYPICAL DUTIES: The incumbent, under the supervision of the Paralegal Supervisor, is responsible for providing paralegal support to the ADR Senior Judges' Unit. Retrieves, reviews and briefs civil case files in preparation of ADR conferences. Drafts orders, memoranda, and distributes case files to the appropriate personnel for further action. Maintains and coordinates Senior Judges' calendars with the Administrative Aide to the Senior Judges and ADR Coordinator. Serves as backup to Administrative Aide to the Senior Judges. At the request of the Senior Judges, performs research to determine the status of cases. Maintains a high volume caseload while meeting various deadlines, responds to ADR inquiries from the public, attorneys, and court personnel in a professional manner and cross trains as back-up support to specialized judicial paralegals. The incumbent may also perform other duties as assigned within the classification.

MINIMUM QUALIFICATION REQUIREMENTS

Associates of Arts Degree in Paralegal Studies or in a relevant field such as criminal justice or legal studies from an accredited college or university or a paralegal certificate, plus one year paralegal experience. Possess advanced knowledge of legal procedures and terminology; the ability to research and compose legal documents, letters and memoranda. Must be proficient in Microsoft Office Suite and able to operate various database systems. Have the ability to exercise a high degree of judgment, demonstrate diplomacy and exemplify competence interacting with judges, magistrates, attorneys, public officials, litigants, co-workers and the general public. Ability to speak Spanish is a plus. A Circuit Court for Prince George's County Employment Application must be submitted for this announcement. Applications are available at the address below or under the Judicial Section of the Prince George's County's website: <http://princegeorgescourts.org/jobs.aspx>.

CLOSING DATE: Applications must be received by 5 p.m. EST on Tuesday, February 20, 2018.

APPLY TO: Department of Human Resources
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 based on Race, Religion, Color, Sex, Age, National Origin or Disability.

Reasonable accommodation upon request.