



Circuit Court

Family Law Center Assistant

Salary: \$41,000

Grant-funded/Full Benefits

The Family Law Center is a program funded by the Maryland Judiciary's Department of Juvenile and Family Services. The center provides a space and resources for self-represented litigants (those without lawyers) to conduct research, complete forms, and view informational videos on family law topics including divorce, custody, and guardianship, among others. The position does not give legal advice but works closely with the Family Law Center attorney in connecting individuals to appropriate resources for research, education and filings. This position:

- Assists court customers in accessing appropriate legal forms and resources;
- Troubleshoots family law center workstations to allow court customers to conduct legal research;
- Ensures that the family law center is appropriately stocked with materials and resources; and
- Assists court customers in communicating with the Family Law Center attorney.

Requirements:

- Associate's degree or equivalent;
- Bilingual fluency in Spanish or Haitian Creole preferred;
- Experience with legal research using Westlaw preferred;
- Outstanding verbal communication skills;
- Ability to communicate effectively with a diverse customer base;
- Strong desktop computing skills to include navigating a predetermined set of websites;
- Experience conducting research, and collecting demographic data;
- Personal effectiveness/credibility; and
- Must pass background check and drug testing.

Open Until Filled

EOE

Apply Today!!!

**Wicomico County
Department of Human Resources
125 N. Division St.
Salisbury, MD 21801**

**410-334-3105
Fax: 410-334-3111**

**E-mail: hr@wicomicocounty.org
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