



SENIOR ASSISTANT ASSIGNMENT COMMISSIONER

Circuit Court of Wicomico County

Salary: \$55,298

The Senior Assistant Assignment Commissioner serves as support to the Assignment Commissioner in the scheduling and monitoring of civil non-domestic and juvenile cases in courtrooms before the Circuit Court Judges and Magistrate within State- mandated timeframes for the trying of cases. Duties include:

- Providing prompt and efficient scheduling and disposition of actions in the Circuit Court for Wicomico County.
- Coordinating Judges, Magistrate's, attorneys and other necessary parties in court proceedings for the most efficient use of available judicial manpower and court space.
- Providing various and complex legal procedures and practices of the office, including computer functions, transcription and drafting legal documents and appropriate filing of same.
- Maintaining optimal confidentiality.

Requirements:

- High school diploma, some college preferred;
- Courses in legal secretarial studies or paralegal studies preferred;
- Five (5) years of law office experience, three (3) as a legal secretary, assistant or paralegal;
- Prior experience as an Assistant Assignment Commissioner, preferably supplemented with courses in Judicial Administration, Law, Business Administration, Legal Terminology, or related fields;
- Training in use of personal computer and Microsoft software;
- Knowledge of operation of the Circuit Court System;
- Familiarity with trial practices and procedures and the Maryland Rules;
- Ability to maintain confidentiality and satisfactory relationships with Judges, Attorneys, and fellow employees; and
- Must demonstrate independent judgment and reliability.
- A comparable amount of training and experience may be substituted for minimum qualifications.

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
www.wicomicocounty.org/Jobs**