



## St Mary's County Government Judicial Administrative Assistant I - Circuit Court

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|---------------------|---------------------------------------------------------------|---------------------|-----------------|
| <b>SALARY</b>       | \$28.42 Hourly<br>\$2,273.60 Biweekly<br>\$59,113.60 Annually | <b>LOCATION</b>     | Leonardtown, MD |
| <b>JOB TYPE</b>     | Full-Time                                                     | <b>JOB NUMBER</b>   | 202200514       |
| <b>DEPARTMENT</b>   | Circuit Court                                                 | <b>OPENING DATE</b> | 07/23/2026      |
| <b>CLOSING DATE</b> | 8/6/2026 11:59 PM Eastern                                     |                     |                 |

### Job Summary

Provides direct legal support to a Judge of the Circuit Court including, but not limited to administrative and clerical services, personnel administration and point of contact for executive operations, performs other duties as assigned.

**The hiring salary for this position is \$59,114 annually;** full salary range for this position is \$59,114 - \$101,691 annually

### Essential Functions

1. Drafts and revises judicial opinions, court orders, and court memos,
2. Responds to research questions on a case-by-case basis and provides up to date information to the Judge;
3. Prepares for trial by preparing trial briefs, exhibits, subpoenas, evidence, and motions;
4. Ability to utilize MDEC system to monitor Task Manager to complete tasks and to review motions and correspondence as they are sent to chambers;
5. Update files for plea conferences, legal research, judicial opinions, En Banc and Review of Sentence proceedings;
6. Attend court proceedings, as requested by the Judge;
7. Coordinates the assigned Judge's appointments, daily court dockets, chambers meetings, state-wide judicial conferences and various committees and symposiums;
8. Submission of reimbursement, judicial leave and reserved case report management through appropriate AOC programs;
9. End of year judicial leave administrative report;
10. Coordinates bailiff schedules for assigned Judge; and
11. Any additional tasks as assigned by Judge.

### Required Knowledge, Skills, and Abilities

1. Knowledge of laws, rules, court procedures and the progression of case from original charge through trial, sentencing, modification and violation of probation stages;
2. Ability to apply policies, procedures, rules, regulations and laws, as required.
3. Ability to perform legal research, including the ability to read and understand law-related materials;

4. Strong communication skills and the ability to work cooperatively with counsel, chambers staff, litigants, and often the public.;
5. Ability to make decisions in accordance with established laws, Maryland Rules and Federal guidelines and to apply policies to daily work problems;
6. Ability to handle questions, concerns and situations which may arise which require discretion;
7. Knowledge of effective business English, grammar, legal terminology;
8. Excellent organizational and time management skills;
9. Ability to operate relevant computer systems, copy machine, printers and scanners;
10. Ability to learn and master the MDEC system to complete tasks.

## Education and Experience

1. Bachelor's or Associates degree preferred, High School diploma required
2. Five years or more of related experience in the legal field;
3. Or equivalent technical training, education, and/or experience.

### Additional Requirements:

1. Must successfully pass background investigation with favorable results;
2. Must pass a pre-employment drug test.

### Physical and Environmental Conditions:

Work requires no unusual demand for physical effort

Work environment involves high risks with exposure to potentially dangerous situations, which require a range of safety and other precautions, e.9., aggressive human behavior, or similar situations where conditions cannot be controlled.

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#### Employer

St Mary's County Government

#### Address

St. Mary's County Government

Leonardtown, Maryland, 20650

#### Phone

3014754200 ext. 1100

#### Website

<https://www.stmaryscountymd.gov>