

# JOB ANNOUNCEMENT

## CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

**Position:** Administrative Assistant to Magistrate

**Grade and Class Title:** Grade 17, Administrative Aide III

**Annual Salary:** \$39,568 - \$45,579 (Partially Grant Funded)

**Location:** Family Division, Circuit Court for Prince George's County, Upper Marlboro, Maryland

**Typical Duties:** The incumbent, under the supervision of the Associate Director of Magistrates' Support Staff, is responsible for performing a variety of responsibilities and advanced level administrative duties in family law cases including Domestic Cases, Child Support Cases and other related matters. Primary responsibilities include but are not limited to: handles court documents daily to ensure timely processing of all cases; maintains inventory control through court case tracking system; retrieves case status and location through the automated information systems of the Court; tracks all aspects of case docket entries, scheduled events, filings, and parties involved; reviews cases for accuracy prior to sending them to the next destination; prepares letters, memoranda, recommendations, orders, narrative reports, and related materials as required; types proposed orders from hearings; proofreads orders completed by Courtroom Clerks; places correspondence and any supplemental filings in court jacket for presentation to the Magistrate; works in conjunction with the Calendar Management Office to obtain dates for postponed cases or cases requiring additional time or testimony; conducts scheduling conferences and maintains accurate records, scanning and reports as required; greets, screens, and interacts effectively with Judges, Magistrates, attorneys and the public as needed; maintains Magistrate's appointment calendar; prepares and submits leave requests and timesheets; performs other tasks and duties as assigned.

### MINIMUM QUALIFICATION REQUIREMENTS

High school diploma/GED and 3+ years of administrative support or college degree in social services, business administration, communications or related subject matter required. Have a working knowledge of modern office practices and the ability to perform at a high degree of independence, discretion, and confidentiality. Knowledge of Microsoft Office Suite is required. Court knowledge is a plus. Possess exceptional oral and written communication skills. Demonstrates a pro-active approach to problem-solving with strong decision-making capability. Ability to establish and maintain effective working relationships and use professionalism and tact in dealings with Judges, attorneys, public officials, and colleagues. Possess strong organizational skills, ability to achieve high performance goals and meet deadlines in a fast-paced work environment. Court system and/or County government experience strongly preferred. Ability to speak Spanish is a plus. Applicants are subject to a background check. A Circuit Court for Prince George's County Employment Application must be submitted for this announcement and is available at <https://princegeorgescourts.org/jobs.aspx>.

### **ADDITIONAL INFORMATION:**

Applicants must pass a typing test of 40 wpm and grammar test.

**CLOSING DATE:** Applications must be received by 5 p.m. EST on Friday, February 16, 2018

**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](mailto: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 of Race, Religion, Color, Sex, Age, National Origin or Disability.

Reasonable accommodations upon request.