



ASSIGNMENT CLERK

CIRCUIT COURT FOR ANNE ARUNDEL COUNTY, ASSIGNMENT OFFICE

The Circuit Court for Anne Arundel County is seeking to hire an Assignment Clerk.

DUTIES MAY INCLUDE: This position will assist in the scheduling and preparation of court dockets; assist in maintaining and preparing court calendars; responds to face-to-face and telephone inquiries from the public, attorneys and judicial staff; and other duties assigned.

SKILLS/ABILITIES: Detailed-oriented, ability to work in a fast-paced environment, ability to exercise a high degree of judgment and competence in dealing with judges, attorneys, court personnel and the public. Ability to prioritize and manage multiple assignments. Knowledgeable of general office practices and equipment. Court experience or a law office background is preferred.

SALARY/BENEFITS: This a full-time grade 12 position with county benefits.

APPLICATION PROCEDURE: Interested candidates should submit a cover letter, resume, and list of three professional references as a **SINGLE PDF** document to AssignmentClerk@circuitcourt.org by 4:30 p.m. on April 25, 2022.