

Court Assignment Clerk

The Circuit Court for Anne Arundel County is seeking an individual to join our fast paced Assignment Office. Court experience or a paralegal/law office background is helpful. Attention to detail, computer experience, and excellent communication skills are a must. This position will assist in the scheduling and preparation of court dockets, as well as answering face-to-face and telephone inquiries from the public, attorneys, and judicial staff. This is a grade 12 position.

Please submit a cover letter, resume, and list of three references as a **SINGLE PDF** document to AssignmentClerk@circuitcourt.org by 4:30 p.m. on October 30th.