

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

Personnel Class Specification

ADMINISTRATIVE AIDE IV – SPECIAL MAGISTRATE

DEFINITION OF CLASS

An employee in this position performs highly responsible administrative, secretarial and clerical work characterized by handling and coordinating overall office duties for the Special Magistrates as well as providing occasional support to the Family Division Magistrates.

The incumbent shall develop and maintain thorough knowledge of Court organization and procedures, general office practices, and be able to make independent decisions in dealing with the public, staff and other Court employees. Information obtained in the course of the performance of these duties may be confidential or private in nature. The employee in this position must recognize that visitors to the Court may be under significant stress and ensure that they are treated with dignity and discretion as they obtain court-ordered services.

The employee will report directly to both Special Magistrates and is ultimately responsible to the Court Administrator and the Administrative Judge.

Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that either an employee, or the court, may terminate the employee relationship at any time, with or without cause. There are no contractual relationships between the Circuit Court and an employee; letters, benefit or policy statements, performance evaluation, handbooks, or other employee communications should not be interpreted as such. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents.

EXAMPLES OF ESSENTIAL FUNCTIONS

To be successful, the employee in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. This job description reflects management's assignment of essential functions. It is not an exhaustive list of responsibilities and does not prescribe or restrict various additional diversified tasks and assignments that may be required by Judicial Officers and/or the Court Administrator.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Telephone and in-person contact with attorneys, litigants and the general public, providing assistance or information as appropriate. Schedule conference calls, in-chambers conferences, specially set hearings, etc.
- Telephone attorneys to ascertain status of outstanding orders.
- Answer telephones and back up Family Magistrates' administrative assistants during scheduling conferences and with other clerical duties.
- Prepare court orders, Family Magistrate's findings and recommendations sheets, Judgments of Divorce, reports, and routine correspondence required by the Special Magistrate, including copies of Alternative Dispute Resolution (ADR) Orders (and accompanying information) to counsel and court-appointed mediators.
- Maintain the ADR database by entering non-confidential case information; maintain the statistical database.
- Generate "send back" notices when motions or pleadings filed by parties or counsel do not comply with the Maryland Rules.
- Prepare files and transmit to the Clerk's Office with orders and reports to be docketed. Mail reports and orders to counsel as required.
- Review court files to ensure files are appropriate for adjudication.
- Prepare and file Disposition Information Sheets on all child support and uncontested divorce hearings scheduled before the Special Magistrate.
- Draft orders for signature.
- Maintain and file Special Magistrate's notes in office filing system.
- Assist Special Magistrate in preparing court files scheduled for court.
- Assist Special Magistrate in hearing room during hearings as required. Monitor printer and distribute orders and other material as needed. Keep hearing room stocked with appropriate brochures, questionnaires, and forms.
- Distribute appropriate copies of orders to Assignment Office, Clerk's Office, court appointed mediators, litigants and their counsel.
- Support and provide back up for the other assistant positions assigned to the Family Division Magistrates.

- Receive telephone calls from litigants or witnesses who are participating in scheduling conferences by telephone and transfer the calls into the appropriate Family Magistrate's hearing room.
- Review petitions for name change and requests for amendments to marriage licenses to ensure compliance with the Maryland Rules.
- Respond to questions from court personnel regarding error reports, motions, and the ADR Program. Meet on these issues as required.
- Attend Quality Control meetings for the Special Magistrate as needed.
- Locate, retrieve and return court files from other departments within the Court.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work the full-time standard Court work schedule of 8:00 a.m. to 5:00 p.m. (Monday through Friday) with flexibility to accommodate any necessary early or late meetings.
- Maintain a regular, punctual and reliable level of attendance.
- Ability to work independently.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise a high degree of judgment, tact, diplomacy and competence in dealing with judges, attorneys, court personnel and the public.
- Ability to handle stress and maintain a professional demeanor when dealing with court personnel and the public at all times.
- Spanish language skills, while not required, are desired.
- Excellent oral communication skills and an even temperament are high priority considerations for this position.
- Ability to lift and carry stacks of court files; transport court files from one department to another within the Court.

MINIMUM QUALIFICATIONS

- High school graduate with minimum of three years experience in the legal field. Paralegal certificate is desirable, but not required.
- Two years experience as an office support employee preferably with a secretarial/legal background.
- Excellent organizational and customer service skills.
- At least two years customer service experience.
- Competency in Microsoft Office Suite.
- Superior writing skills and command of English are essential.
- Competence and temperament to interact professionally and courteously with the legal community, in-house court personnel, and the general public in a fast paced environment.
- An equivalent combination of experience and education may be substituted.

Steps to apply for employment opportunities within Court Administration:

1. [Download the Employment Application.](#) (PDF)

NOTE: The application form requires you to have Adobe Reader version 8 or higher. Visit the [Adobe Acrobat website](#) to download the latest Adobe Reader version for free.

2. Complete the application in its entirety. Your application may be rejected if information is missing.
3. Be sure to save your application to your local computer early and often.

Email the completed application, cover letter, resume, and writing sample to adminhr@mcccourt.com