

# JOB ANNOUNCEMENT

## CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

**POSITION TITLE:** Paralegal Assistant (1000 HOURS A YEAR POSITION)

**GRADE:** G-16 (Paralegal Assistant II)

**HOURLY RATE:** \$22.48 per hour

**LOCATION:** Foreclosure Coordinating Judge's Chambers, Circuit Court for Prince George's County, Upper Marlboro, MD

**TYPICAL DUTIES:** The incumbent, under the supervision of the Paralegal Supervisor, is responsible for providing paralegal support to the Foreclosure Coordinating Judge. Monitors the court's compliance with timeliness standards for Foreclosure cases; reviews and processes routine Foreclosure motions; performs basic manual and automated research in reviewing civil cases; reviews and drafts orders, letters, and memoranda; and assists with special projects under the direction of the Foreclosure Coordinating Judge or the Paralegal Supervisor. Performs other duties as assigned within the classification.

### **MINIMUM QUALIFICATION REQUIREMENTS**

Paralegal certificate, an Associate of Arts Degree in Paralegal Studies or an Associate Degree in a relevant field (such as criminal justice or legal studies) from an accredited college or university, and one year experience with Civil Procedures or dealing with the foreclosure process. Possess an advanced knowledge of legal procedures and terminology; the ability to research and compose legal documents, letters and memoranda; and must be proficient in Microsoft Office Suite and able to operate various database systems. Have the ability to exercise a high degree of judgment, diplomacy and competence interacting with judges, magistrates, public officials, attorneys, litigants, co-workers and the general public. Ability to speak Spanish is a plus. Applicants are subject to background checks. A Circuit Court for Prince George's County Employment Application must be submitted for this announcement and is available at: <http://princegeorgescourts.org/DocumentCenter/View/101>.

**CLOSING DATE:** Applications must be received by 5:00 p.m. EST on Monday, February 5, 2018.

**APPLY TO:** Human Resources Manager, 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 on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability.

Reasonable accommodation upon request.