

Worcester County Job Opportunities

DEPARTMENT: CIRCUIT COURT- WORCESTER COUNTY

JOB TITLE: JUDICIAL ASSISTANT- FAMILY SERVICES

COMPENSATION: GRADE 14/STEP 1 - \$40,997 ANNUALLY/ \$19.71 HOURLY
GRADE 14/STEP 5 –\$45,302 ANNUALLY/\$21.78 HOURLY
*MAY BE HIGHER BASED ON EXPERIENCE

JOB LOCATION: WORCESTER COUNTY COURT HOUSE, ONE W. MARKET ST. SNOW HILL, MD

WORK SCHEDULE: 8:30AM TO 4:30PM MONDAY TO FRIDAY, IN THE OFFICE

APPLICATION PERIOD: SEPTEMBER 13, 2024

MARYLAND STATE RETIREMENT: THIS POSITION WILL AUTOMATICALLY PARTICIPATE IN THE MARYLAND STATE RETIREMENT SYSTEM. MEMBERSHIP IS MANDATORY FOR EMPLOYEES THAT WORK OVER 500 BUDGETED HOURS IN THE FISCAL YEAR. AS A MEMBER, 7% OF YOUR BUDGETED ANNUAL SALARY WILL BE CALCULATED, DIVIDED BY 26 AND DEDUCTED FROM YOUR BIWEEKLY PAYCHECK AND SENT TO YOUR ACCOUNT AT MARYLAND STATE RETIREMENT SYSTEM.

JOB SUMMARY: The position is responsible for providing legal administrative support and extensive customer service for the Family Services Division, under the supervision of the Circuit Court Magistrate and the Family Services Division Coordinator. The use of independent judgment, discretion and strong organizational, communication, technical and interpersonal skills are required. This is an “at will” position and serves at the pleasure of the Court Administrator and County Administrative Judge. Applicants are subject to a background check.

GENERAL REQUIREMENTS:

- Pre-employment background check

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Perform high-level paralegal work supporting the Magistrate and the Family Services Division.
- Assist the Magistrate with daily courtroom procedures including reviewing dockets, preparing reports, drafting correspondence, and processing cases in the Odyssey/MDEC case management system in compliance with state mandated time standards.
- Process all filings for the Magistrate and Family Division in Odyssey/MDEC and maintain all domestic relations forms for Family Services and the Office of the Clerk.
- Assist the public and court related personnel on the phone and in person at the front desk, especially during weekly Family Law clinics.
- Manage Magistrate and Family Services information in state judiciary applications, such as GEARS and CONNECT.
- Responsible for setup and support of all remote appearances for the Division.
- Assist the Family Division Coordinator in the operation of the Court’s Alternative Dispute Resolution (ADR) programs.
- Schedule maintenance of all office equipment; computers, printers, and photocopier.
- Completes assigned tasks accurately and by established deadlines.
- Cross train and back up other staff as needed.

- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism.
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely.
- Ensures confidentiality of information and records and complies with record retention schedule.
- Adheres to Worcester County Government Personnel Rules & Regulations.
- Perform other duties as assigned, including providing support to visiting judges as needed.

QUALIFICATIONS AND SKILLS:

- High school diploma (or equivalent) required, with minimum of 2 years of experience, preferably in legal administration or related field. Education in related field or paralegal training may be substituted for the minimum qualifications.
- Demonstrated attention to detail through accurate record keeping, correspondence and legal documentation.
- Excellent customer service skills and ability to establish/maintain effective working relationships with employees, court agencies and the public.
- Pro-active approach to problem-solving and strong decision-making skills.
- Ability to maintain confidentiality of records and proceedings.
- Ability to follow verbal and written instructions.
- Ability to comply with and participate in all required safety programs, procedures, training, and drills.
- Demonstrated proficiency with Microsoft Office Suite of programs.

SAFETY ANALYSIS:

Work environment involves everyday risks typical of such places as offices, training rooms and court rooms. Must be able to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical ability to effectively use and operate various items of office-related equipment.