

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

Personnel Class Specification

ADMINISTRATIVE AIDE IV – FAMILY MAGISTRATE

DEFINITION OF CLASS

This job description reflects management's assignment of essential functions. It does not prescribe or restrict additional various diversified tasks and assignments that may be required by the Judicial Officers and/or Court Administrator.

An employee in this position performs highly responsible administrative, secretarial, and clerical work characterized by handling and coordinating overall office duties for the Department of Family Magistrates.

Employee should have a 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.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Preparation of Orders, Judgments of Divorce, Reports of the Family Magistrates and routine correspondence.
- Preparation of files and transmittal to the Clerk's Office with Orders, Exhibits, etc., and mailing of Reports and Orders to counsel.
- Maintenance of "tickler" systems to ensure that Orders and Judgments are promptly submitted for Judge's signature and filed when ripe.
- Maintenance and filing of each Magistrate's notes in personal filing system.
- Telephone and personal contact with attorneys and general public. Scheduling of telephone conference calls, in-chambers conferences, child interviews, specially set hearings, etc. Contacting attorneys to ascertain status of Consent Orders, Qualified Domestic Relations Orders, Pretrial Statements, Joint Marital Property Statements, etc.

- Assist Magistrate in courtroom during Scheduling Conferences; distribute orders and important information to the parties. Keep courtroom stocked with appropriate forms and brochures for self-represented litigants.
- Distribute appropriate copies of scheduling orders to Assignment Office and the Family Division to be distributed to the appropriate department within the division.
- Review pleadings for legal sufficiency and prepare files for the Magistrate.
- Review Orders submitted to determine if they meet the criteria for removing hearing dates from the Court calendar that may have settle at facilitation, or have settled in general. Disposition all Facilitator Data Memorandum sheets with a certain code in the internal case management system. Generate a memo to the Assignment Commissioner removing, postponing, and setting any hearing dates.
- Review files for fee petitions and appointment of a Child Privilege Attorney and Best Interest Attorney. Request financial statements and contact attorneys to be appointed. Prepare orders of appointments to be entered by the Family Department.
- Prepare monthly “under advisement list” to be submitted to the Administrative Judge. Prepare Magistrate’s leave requests and submit them to Assignment Commissioner to be distributed to the Administrative Judge, Administrative Office, and Courtroom Clerks.
- Order transcripts from Technical Services for oral recommendations/agreements placed on the record and prepare orders consistent to the Magistrates recommendations.
- Assist other Magistrates and Assistants as needed.
- Develop and maintain positive working relationships with other court personnel.

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, and 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.
- Superior writing skills and command of English is essential.
- Excellent oral communication skills and an even temperament are high priority considerations for this position.
- Ability to lift and carry stacks of court files, and transport court files from one department to another within the Court.

MINIMUM QUALIFICATIONS

- High school graduate with minimum of three years administrative experience in a legal or court environment.
- Paralegal certificate preferred.
- Advanced knowledge of Microsoft Office applications, including at a minimum, Microsoft Word and Excel.
- Transcription experience preferred.
- An equivalent combination of experience and education may be substituted.

How to apply for employment opportunities in the Administrative Office of the Circuit Court:

1. Please open the [Online Employment Application PDF](#). **Mac users MUST use Adobe to complete the application. The Mac "Preview" application will not transmit your information to us.** The application form requires you to have Adobe Reader version 8 or higher. Go to <http://get.adobe.com/reader/> to download the latest Adobe Reader version.
2. A button marked “Highlight Fields” will be above and to the right of the Application form. Click the button to show fields that can be typed in.
3. Complete all applicable fields by typing or clicking into each one.
4. On the last page of the Application there are two buttons. The **Print** button will allow you to print a copy for yourself. The Save As button will allow you to save the completed application to your computer.
5. Please send an email with the following attachments to adminhr@mcccourt.com: completed application, cover letter, resume, and a writing sample.