



**CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY  
invites applications for the position of:**

## **Paralegal II**

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<b>SALARY:</b>	\$26.44 Hourly \$55,000.00 Annually
<b>DEPARTMENT:</b>	Family Division
<b>OPENING DATE:</b>	04/08/21
<b>CLOSING DATE:</b>	Continuous
<b>NATURE AND VARIETY OF WORK:</b>	

Under the direction of the Family Division Paralegal Supervisor, the incumbent is responsible for reviewing and researching legal issues pertaining to family law matters, inclusive of domestic, juvenile, CINA/TPR, adoption, special immigrant juvenile status (SJIS), and child support cases.

### **EXAMPLES OF WORK:**

Duties include, but are not limited to, the following:

- Drafts orders and memoranda associated with such programs as CINA/TPR, adoption, special immigrant juvenile status (SJIS), and child support cases.
- Distributes case files for further action.
- Performs independent legal and factual research relating to the area assigned.
- Extracts research information from case management system and various applications/websites.
- Conducts interviews to elicit information from and explain legal procedures to parties.
- Exercises independent discretion and judgment in determining the degree of confidentiality associated with various records and case information.
- Reviews pleadings.
- Alerts litigants, attorneys, and/or the Judge to discrepancies of areas requiring special attention.
- Reviews issues requiring legal determination with the Family Division Coordinating Judge and/or the Paralegal Judge.
- Screens customers requests.
- Ensures all emergency pleadings and documents are filed in accordance with Maryland Rules and Procedures.
- Maintains and submits monthly statistics.
- Responds to customer inquiries.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

An Associate of Arts Degree in social science or paralegal studies at an accredited college or university; or three (3) years of experience in performing paralegal/legal assistant work; or an equivalent combination of education and experience.

## **ADDITIONAL INFORMATION:**

**\*This announcement is an open continuous announcement. All applicants applying will be reviewed every two (2) weeks or upon Management's request.\***

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.princegeorgescourts.org/>

Position #19-00029  
PARALEGAL II  
LB

14735 Main Street  
Room M2407  
Upper Marlboro, MD 20772  
301-952-3707

[humanresources@co.pg.md.us](mailto:humanresources@co.pg.md.us)

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### **Paralegal II Supplemental Questionnaire**

\* 1. Which of the following best describes your level of completed education?

- High School or G.E.D.
- Paralegal Certificate
- Associates Degree
- Other

\* 2. If you selected other please specify. If you did not select other, please enter N/A.

\* 3. Please select your field of study.

- Paralegal Studies
- Criminal Justice
- Legal Studies
- Other

\* 4. If you selected other please specify. If you did not select other, please enter N/A.

\* 5. How many years of experience working as a Paralegal/Legal Assistant do you possess?

- 3 or more years or experience.
- 2 years, but less than 3 years or experience.
- 1 year, but less than 2 years of experience.
- Less than one (1) year of experience.
- I have no experience working as a Paralegal/Legal Assistant.

6.

Describe in detail your experience working as a Paralegal/Legal Assistant and include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/A".

\* 7. Do you pertain advanced knowledge of family law, legal procedures and terminology?

Yes  No

\* 8. If you responded "Yes" to question #5 describe in detail your advanced knowledge of family law, legal procedures and terminology, include the employer's name and dates of employment. Please do not type "See Resume".

\* Required Question