

**Circuit Court for Howard County**  
**INTERNAL (Open to current Judiciary employees)**  
**Position Announcement**

**Job Title: Senior Judge Administrative Assistant**

**Opening Date: 08/08/2023**

**Grade/Salary Range: H \$51,824 - \$72,098**

**Position Type: Regular F/T**

**Closing Date: Open until filled**

---

This is advanced secretarial work, assisting the Senior Judges working in the Circuit Court. Work includes general office secretarial support, organizing and maintaining office routines, scheduling, and serve as the liaison between the Senior Judges, court personnel, justice partners and the public.

**Essential Functions:**

Performs senior secretarial or routine paralegal work, under general supervision from an administrative or technical superior. Work typically involves independent and confidential secretarial work. Work may involve writing, conducting research and providing other paralegal support to a legal staff.

**Knowledge, Skills and Abilities:**

Provide all office support for the Senior Judges, including but not limited to:

- Assist in the processing and completion of administrative duties for the Senior Judges, including monitoring and processing tasks in the Odyssey case management queue.
- Type legal documents, correspondence, orders, voir dire and jury instructions, and other materials
- Prepare standardized and/or pre-formatted office documents.
- Receive, review, and distribute all Senior Judge case files, tasks, and mail.
- Prepare and coordinate with the Calendar Management Office (CCMO) the Senior Judges calendars.
- Establish and maintain complete judicial records and files; manages and monitors document control and tracking systems; updates publications, reports, and records as needed; proofreads and edits legal documents and technical reports as necessary.
- Manage administrative needs for Senior Judge settlement conferences, including case review and recording settlements on the record.
- Prepares dockets and case summaries for the Senior Judges.
- Follow up with Counsel regarding outstanding orders/ascertain status of cases.
- Transmits orders, decisions, and memoranda from the judge(s) to various organizational units.
- Compile the information necessary to generate Zoom Meeting IDs, distribute hearing information to appropriate parties and facilitate the remote proceeding docket.
- Act as a primary point of contact with the AOC regarding Senior Judges' designations for Howard County.
- Compile Senior Judges Annual Judicial Education Courses and update their calendars accordingly.
- Approve/submit Senior Judges payroll into the State's Connect system.
- Provide prompt, efficient, and courteous service to the Senior Judges, other court personnel, justice partners, and the public, regarding cases being handled by Senior Judges.
- Schedule telephone conference calls, meetings with counsel and/or other justice partners.
- Assist in resolving non-judicial administrative questions and problems not requiring the personal attention of the judge(s); acts as an administrative liaison when conferring with other judicial departments and units.
- Respond to inquiry in person and by telephone; communicates accurate information using sound judgment and professional knowledge; and handles all citizen inquiries appropriately and professionally.
- Participate and assist in the administration of the assigned office; recommends organizational or procedural changes affecting support activities; recommends improvements in workflow, procedures, and use of equipment and forms.
- Works closely with all judicial departments, specifically, calendar management and family law, the Bar, other state and county agencies, and various other organizational groups.
- Performs other duties as assigned or required.

**PREFERRED EDUCATION/EXPERIENCE**

Associate Degree and three years of related experience.

Excellent organizational skills and customer service, as well as the ability and temperament to communicate with the legal community, in-house court personnel, and the general public.

The ability to coordinate and triage all administrative need of the Senior Judges, both in the courtroom and in chambers.

Superior ability to communicate both orally and in writing.

Knowledge of court structure, legal terminology, and procedures.

Knowledge of para-legal skills and techniques.

Ability to type accurately at a high rate of speed.

Advanced knowledge of Windows based applications, including Excel. Knowledge of Zoom and of MDEC preferred.

Ability to establish and maintain an effective working relationship with others.

**Please submit a resume, salary history and references stating the position title by 11:59 pm of the closing date to:**

Deidre Barksdale

[dbarksdale@howardcountymd.gov](mailto:dbarksdale@howardcountymd.gov)

**The Circuit Court for Howard County is a drug-free workplace and an equal opportunity employer and values diversity in the workplace. We prohibit discrimination on the basis race, color, religion, age, sex, ancestry, creed, national origin, disability status, genetics, marital status, military service, sexual orientation, gender identity/expression or any other characteristic protected by federal, state or local laws. Applicants who need accommodation for an interview may request such assistance in advance of an interview. The candidate selected for this position will be subject to a background check and must be a US citizen or eligible to work in the US. A criminal background check will be done prior to hiring of individual.**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Howard County Government is not sponsoring employees in application of the H-1B Visa or providing an extension of an existing H-1B Visa. All applicants must be legally authorized to work in the United States under the Immigration Reform and Control Act of 1986.