

Maryland Judiciary
Circuit Court for Harford County
Job Announcement
Judicial Assistant to the Senior Judges
For the Circuit Court for Harford County

Closing Date: July 11, 2025

Court: Circuit Court for Harford County

Salary: \$58,000 - \$62,000

Position: Regular Employee Full-time, At-Will¹

Application Process: Please send the following items to Joanne.Molloy@mdcourts.gov

1. Cover Letter
2. Resume
3. List of three references

Description of position: Employees in this position are responsible for performing confidential secretarial duties for circuit court senior judges. This position performs a wide variety of administrative support and office management duties. Work is performed under general supervision from an Administrative Official, the Court Administrator, or the Administrative Judicial Assistant.

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Two (2) or more years of experience providing secretarial, clerical, paralegal or administrative work involving the use of a personal computer and word processing software. Experience in and with the legal profession and courts is preferred. A paralegal degree or legal administrative assistant experience is a plus.

Notes: Employees in this classification must undergo a criminal background check and drug screening.

¹ Pursuant to Maryland Rule 16-105 (c) Courts and Judicial Proceedings Article of the Annotated Code of MD, this position serves at the pleasure of the Administrative Judge of the Circuit Court.

Essential Functions:

Employees in this job class may perform any or all the below listed duties: These should be interpreted as examples of the work and are not necessarily all-inclusive.

- Prepares a range of general to complex administrative and confidential correspondence, and memorandums on behalf of the senior judges. Proofreads outgoing correspondence, court opinions, and court orders for completeness and accuracy.
- Transcribes dictation and ability to take notes and direction from the Senior Judges in completing necessary tasks after court hearings and trials.
- Coordinates meetings, appointments, maintains schedule and/or docket information for the senior judges.
- Maintains travel expenses for reimbursement in GEARS; senior judges' enrollment in continuing education in CONNECT; input data into MAGS; and familiarity with ODYESSY/MDEC to navigate court cases.
- Performs receptionist duties to include answers, screens, and routes telephone calls and takes messages.
- Receives, opens, sorts, and distributes mail and other materials in accordance with established procedures; as well as maintaining important and confidential records and files.

Skills/Abilities: A successful applicant for the position must be able to:

- Work a full-time standard work schedule of 8:30 a.m. to 4:30 p.m. (Monday through Friday) with flexibility to accommodate any necessary early or late meetings/hearings.
- Maintain a regular, punctual, and reliable level of attendance.
- Work independently but in accordance with the practices and procedures of the Circuit Court.
- Demonstrate a high level of interpersonal skills to handle sensitive and confidential situations, to communicate effectively orally and in writing, tactfully and professionally with judges, attorneys, court personnel, agencies, and the public.
- Handle multiple tasks and maintain a professional demeanor when always dealing with court personnel and the public.
- Demonstrate careful attention to detail in composing, typing and proofing materials.

- Set priorities and simultaneously process multiple duties and responsibilities.
- Apply fundamentals of professional/legal English, including spelling, grammar, and punctuation.
- Ability to use and maintain various filing systems as well as standard office and business equipment including personal computers, word processing, spreadsheets, and database software.
- Knowledge of legal terminology and judicial system language.
- Accuracy and attention to detail and the ability to maintain confidentiality.

Other Qualifications:

- Must undergo a criminal background check and drug screening.

The Maryland Judiciary and the Circuit Court for Harford County are a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate based on race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or Federal Law. Applicants who need an ADA accommodation for an interview may request such assistance in advance of an interview.