

## CHILD SUPPORT COURTROOM CLERK

**Job Title:** Child Support Courtroom Clerk

**Department:** Charles County Circuit Court

**Work Location:** La Plata, Maryland

**Starting Wage:** \$52,663.45 - \$56,802.79

**Job Type:** Full-time; 37.5 Hours per Week; FLSA Non-Exempt

**Closing Date:** January 16, 2026

**SUMMARY:** A Child Support Courtroom Clerk performs a wide range of administrative support, courtroom, calendar management, and customer service tasks for the Child Support Unit of the Charles County Circuit Court Family Magistrates' Office. The incumbent of this position must be able to work well under pressure, communicate clearly, and interface professionally with the public, partner agency representatives, and other court employees. Execution of duties requires experience and knowledge of circuit court case scheduling and processing and are performed in accordance with established internal and Maryland Department of Human Services' Child Support Administration policies and procedures, judicial mandates, Maryland Case Time Standards, Charles County Circuit Court Differentiated Case Management Plans, Maryland Rules, and the Annotated Code of Maryland. The Child Support Courtroom Clerk works under the day-to-day supervision of the Family Magistrates, with general oversight provided by the Director of Family Programs and the Court Administrator.

### **ESSENTIAL FUNCTIONS:**

- Serve as the courtroom clerk during Family Magistrate Title IV-D child support paternity, support, and contempt hearings.
- Operate the courtroom's digital recording system and index each proceeding.
- Draft findings and recommendations and orders during court proceedings, receive documents filed in open court, and prepare written records of the nature and outcomes of the hearings.
- Perform case management functions to include preparing cases for court, finalizing post-hearing case dispositions, issuing hearing notices, and routing requests for postponements to the Family Magistrate.
- Compose correspondence, reports, and any other legal documents in accordance with established procedures and guidelines under the direction of the Family Magistrates.
- Review all incoming correspondence, court pleadings, and tasks to determine which matters require immediate review by the Family Magistrates, further case research, or referral to other departments. Enter case processing data and route tasks to the appropriate department for further action in the court's case management system.
- Maintain confidentiality of case records, correspondence, and Department of Social Services' reports. Execute mail support functions: meter outgoing mail; distribute incoming mail; and disseminate faxes.
- Coordinate hearing event dates with the Department of Social Services and the Assignment Office. Organize Family Magistrate child support dockets, courtroom location, and court resources.
- Maintain the Family Magistrates' Outlook calendar to include scheduling and creating links for remote court events.
- Interface with litigants, attorneys, and DSS staff prior to hearings and provide status information directly to the Family Magistrates.
- Answer a high volume of in person, telephonic, and electronic inquiries regarding case status; court dates; and court processes, procedures, and services.
- Substitute as the recording secretary for Cooperative Reimbursement Agreement partner meetings in the absence of the case manager.

- Serve on various child support committees.
- Exercise a high degree of judgment, tact, diplomacy, discretion, and competence in dealing with judges, public officials, court-related agency personnel, attorneys, litigants, witnesses, co-workers, and the public.
- Perform other tasks and office duties as assigned by the Family Magistrates.

**SKILLS AND ABILITIES:** Must be able to work a full-time court schedule of 8:00 a.m. to 4:30 p.m., Monday through Friday, with the flexibility to accommodate deviations from the standard workday on short notice. Capability to research and interpret case law, statutes, and rules with respect to their impact on court operations. Detail-oriented with excellent organizational abilities including time management, workload prioritization, and record-keeping accuracy. Ability to precisely compose a variety of document types and succinctly convey concepts. Accuracy in spelling, grammar, and punctuation, and the ability to edit work products are essential. Even temperament and strong interpersonal skills to work effectively with others in a team-oriented environment. Effective oral communication and superior customer service skills, with the capacity to exercise a high degree of tact, diplomacy, professionalism, and competence in dealing with a wide variety of people. Ability to simultaneously perform multiple tasks, with minimal supervision, and make independent decisions based on experience, sound judgment, established court policies/procedures, and in accordance with written and verbal instructions. Perform well under pressure to meet established timelines and goals with the ability to quickly adapt behavior or work methods in response to new information, changing conditions, or unexpected obstacles. Discretion and sound judgment in working with sensitive information to maintain confidentiality. Proficiency with Microsoft Office Suite, Outlook, Windows, Zoom for Government, and an aptitude for learning software programs related to various case management and court audio recording functions.

**EDUCATION AND EXPERIENCE:** Requires a high school diploma or GED with two years of progressively responsible legal office or court system experience, to include knowledge of court procedure, legal forms, and terminology. (Minimum)

Paralegal Certificate and/or Associate's degree from an accredited college or university in political science, criminal justice, public or court administration, legal studies, or other related field with two years of relevant experience, preferably in a court or related legal environment. (Preferred)

Knowledge of Maryland Case Time Standards, Maryland Rules, the Annotated Code of Maryland, Odyssey (MDEC), and principles of caseload and differentiated case management is highly desirable. To effectively perform the essential functions, a Child Support Courtroom Clerk must possess commensurate education, training, and/or experience demonstrating competence in the essential duties, knowledge, skills, and abilities.

The position is grant-funded, and continued employment is contingent upon the availability of funds awarded each fiscal year. Excellent benefits including a defined benefit pension plan, deferred compensation, generous leave, and health care programs. The Charles County Employee Pension Plan honors portability of prior eligible Maryland State and local government services in other defined benefit pension plans.

**In addition to completing the online application, candidates must provide a cover letter and current resume to be considered for this position.** Alternatively, one's cover letter, application, and resume may be mailed or hand-delivered to the Circuit Court for Charles County, Maryland, Attention: Julee Snyder, Court Administrator, 200 Charles Street, La Plata, Maryland 20646. Faxed copies or applications electronically submitted directly to an individual's email address will not be accepted.

**Charles County Circuit Court is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of 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 should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.**