



## COURT PARALEGAL/LAW CLERK

CIRCUIT COURT FOR ANNE ARUNDEL COUNTY, OFFICE OF THE COURT ADMINISTRATOR

The Circuit Court for Anne Arundel County is seeking to hire a Senior Judge Paralegal/Law Clerk. The position will provide support to the retired/visiting judges. Responsibilities include but are not limited to the following: review, analyze and summarize case files and dockets; draft opinions, orders, memoranda and other legal documents; conduct legal research; provide assistance in jury and court trials; coordinate senior judges' schedules; maintain caseload statistical records; and other duties as assigned.

**SKILLS/ABILITIES:** Strong computer skills and familiarity with Microsoft Office. Excellent organizational, communication (written and oral), and interpersonal skills. Ability to exercise a high degree of judgment, tact, diplomacy, and competence in dealing with judges, attorneys, court personnel, and the public. Ability to prioritize and manage multiple assignments. Court experience with familiarity with Odyssey (Court's electronic case management system), paralegal training/experience or juris doctor degree highly preferred. Ability to perform legal research and read and understand law-related materials is desirable.

**SALARY/BENEFITS:** This a full-time contractual position without county benefits. Starting salary range: \$53,000.00-\$60,000.00.

**APPLICATION PROCEDURE:** Interested candidates should submit a cover letter, resume, and list of three professional references as a **SINGLE PDF** document to

[OfficeofCourtAdministration@mdcourts.gov](mailto:OfficeofCourtAdministration@mdcourts.gov) by 4:30 p.m. on August 23, 2022.