**Judicial Grants Coordinator and Magistrate’s Administrative Assistant**

**Grade: 6**

**FLSA: Non-Exempt**

**Date: 02/20**

**Job Summary:** Provides direct support to the Judges, Magistrate and Court Administrator for the Circuit Court, including but not limited to the preparation of all reporting requirements for the grants; provides support for payroll reporting as needed; provides backup support services to the Magistrate’s Chambers as needed; and performs other duties as assigned.

**Essential Functions:**

1. Coordinates and processes all quarterly/annual reports for grants associated with the judiciary and magistrate’s chambers, to include the Substance Abuse Recovery Court, Family Recovery Court, Family Service’s Program, and the Cooperative Child Support grant funding’s, and any future grant funding programs associated with the Circuit Court for St. Mary’s County;
2. Preparation and submission of all grant funding request packages;
3. Preparation and submission of all quarterly grant reports and reimbursement requests, as required by the grant programs and the County Finance Department;
4. Submit all supporting documentation for professional services associated with the grant programs, as required by Finance and Procurement;
5. Provide assistance with annual budget preparation;
6. Preparation of the Cooperative Reimbursement Agreement, approval from various departments within the County and State of CRA, preparation of various fiscal reports;
7. Preparation of the fiscal portion of the Family Recovery Court grant and Family Services grant;
8. Provides for payment of invoices generated by the grant programs;
9. Provides backup to the Court Administrator for payroll submission;
10. Provides backup to the Magistrate’s Chambers when staff is on leave;
11. Any additional tasks as assigned by the Judges, Magistrate or Court Administrator.

**Required Knowledge, Skills, and Abilities:**

1. Ability to effectively communicate in person and in writing with other staff, attorneys, courtroom personnel, department personnel and the public;
2. Ability to make decisions in accordance with established laws, Maryland Rules and Federal guidelines and to apply policies to daily work problems;
3. Ability to handle questions, concerns and situations which may arise which require discretion;
4. Knowledge of effective business English, grammar, legal terminology;
5. Ability to prioritize and multitask;
6. Ability to keep accurate records;
7. Ability to operate relevant computer systems, copy machine, printers and scanners;
8. Ability to learn and master the Central Square (HTE) program to complete tasks.

**Education and Experience:**

1. Bachelor’s or Associates degree preferred. High school diploma required;
2. Three years or more of related legal experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves high risks with exposure to potentially dangerous situations, which require a range of safety and other precautions, e.g., aggressive human behavior, or similar situations where conditions cannot be controlled.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee Signature Date