**Magistrate’s Administrative Assistant**

**Grade: 6**

**FLSA: Non-Exempt**

**Date: 01/19**

**Job Summary:** Provides direct support to the Magistrate for the Circuit Court including but not limited to, secretarial, administrative, and clerical services, personnel administrative, and point of contact for Magistrates executive operations, perform other duties as assigned.

**Essential Functions:**

1. Coordinates the assigned magistrate’s appointments, daily court dockets, chamber meetings, state-wide judicial conferences and various committees and symposiums;
2. Draft and edit court orders, judicial opinions and court memos;
3. Submission of reimbursement, judicial leave and reserved case report management through appropriate AOC programs;
4. Utilizes Court Smart recordings to prepare Report and Recommendations of the Magistrate and Courts orders for matters assigned to the Magistrate;
5. Attends Court and monitors Court Smart during hearings;
6. Appropriately distributes documents generated from Court proceedings;
7. Clears upcoming Court dates among the Court, litigants, attorneys and other agencies involved;
8. Preparation of the Cooperative Reimbursement Agreement, approval from various departments within the County and State of CRA, preparation of various fiscal reports;
9. Preparation of the fiscal portion of the Family Recovery Court grant and Family Services grant;
10. Provides for payment of invoices;
11. Coordinates parents’ participation in the Court’s Co-Parenting Counseling Resolution Program;
12. Prepares the Maryland Child Support Guidelines for the Court and attorneys;
13. Ability to utilize the MDEC system to complete tasks;
14. Any additional tasks as assigned by the Magistrate.

**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 MDEC system 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’s Signature Date