

## Circuit Court for Baltimore City Paralegal for Magistrates Civil Division

The Circuit Court for Baltimore City is seeking a Paralegal for the Magistrate's Office in the Civil Division to be responsible for evaluating motions in real property matters (predominantly mortgage and tax sale foreclosures).

### **Major Responsibilities**

- Analyze motions in terms of applicable statutes, rules, regulations and case law.
- Prepare Magistrates and Judges for hearings.
- Advising Magistrates in preparation of court orders for motions.
- Performs research and writes memoranda regarding issues that arise during litigation.
- Acts as liaison with judicial law clerks, court clerks, other court personnel, attorneys, and pro se litigants.
- Works under direct supervision of the Magistrates with general oversight by the Judge in Charge of Civil and the Administrative Judge.

### **Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education and Experience**

Bachelor's Degree from an accredited college or university in paralegal studies or three years of experience as a paralegal. Training in the use of legal research software is a must.

### **Knowledge, Skills and Abilities**

- Ability to navigate Westlaw software
- Proficient in Microsoft Office
- Strong written and oral communication skills
- Excellent interpersonal and research skills
- Ability to analyze researched information and formulate conclusions
- Strong attention to detail

### **Compensation:**

This is a full-time permanent position with benefits. The annual salary is \$42,131.

### **To Apply:**

This position will be **open until filled**.

Please submit a cover letter, resume, transcript, writing sample and list of references to:

Ms. Kathe Hammond, Human Resource Officer  
Circuit Court for Baltimore City  
111 N. Calvert Street, Room 244  
Baltimore, Maryland 21202  
[Kathe.Hammond@mdcourts.gov](mailto:Kathe.Hammond@mdcourts.gov)  
Fax: 410-396-1545  
[www.baltimorecity.gov](http://www.baltimorecity.gov)  
TTY 396-4930  
**\*\*No phone calls please\*\***

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