

Circuit Court for Baltimore City  
Paralegal  
Pro Se Litigants Project

The Circuit Court for Baltimore City is seeking a Paralegal for the Self Represented Litigants Project in the Family Division.

**Major Responsibilities**

- Greet litigants and assess need for assistance
- Distribute appropriate paperwork based on assessment
- Assist litigants with limited literacy with reading paperwork
- Explain terminology related to family law cases
- Maintain form library
- Look up information for attorneys as requested
- Maintain statistics
- Perform such other tasks as requested by Pro Se Attorneys, Associate Administrator, Family, Judge-in-Charge, and Administrative Judge

**Minimum Qualifications**

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

**Education and Experience**

Bachelor's Degree in paralegal studies from an accredited college or university or three years experience as a paralegal. Extensive knowledge of family law and experience working directly with the public.

**Knowledge, Skills and Abilities**

- Ability to navigate court computer system
- Proficient in Microsoft Office
- Excellent interpersonal skills
- Strong attention to detail
- Basic understanding of trauma
- Extensive experience dealing with high conflict population

**Compensation**

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

THIS POSITION WILL BE OPEN UNTIL FILLED

To Apply

Please submit a cover letter, resume, and transcript along with a list of references to:

Ms. Jacqueline Hale  
Circuit Court for Baltimore City  
111 North Calvert Street, Room 244  
Baltimore, Maryland 21202  
[Jacqueline.hale@mdcourts.gov](mailto:Jacqueline.hale@mdcourts.gov)  
Fax 410-396-1545  
[www.baltimorecity.gov](http://www.baltimorecity.gov)  
TTY 410-396-4930

NO PHONE CALLS, PLEASE

**Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that the employee or the Court may terminate the employment relationship at any time, with or without cause. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents, including Baltimore City Personnel Compensation policies.**

**The Circuit Court is committed to maintaining an Alcohol & Drug Free Work Environment. If selected for the announced position, the applicant will be subject to an alcohol and drug pre-screening as a condition of employment.**

**AN EQUAL OPPORTUNITY EMPLOYER**