

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 \$43,395.

To Apply:

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

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

Ms. Jacqueline Hale
Circuit Court for Baltimore City
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Baltimore, Maryland 21202
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Fax: 410-396-1545
www.baltimorecity.gov
TTY 396-4930

****No phone calls please****

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