

Circuit Court for Baltimore City
Paralegal
Family Division Administrative Office

The Circuit Court for Baltimore City is seeking a Paralegal for the Administrative Office in the Family Division.

Major Responsibilities

- Fee Waiver review
- Initial case file review
- Review Special Immigration Juvenile Status files
- Maintain program statistics
- Assist litigants with filing TPOs in absence of the Social Services Coordinator
- Assist litigants with Emergency Evaluation requests in absence of Soc. Svcs. Coord.
- Assist Soc. Svcs. Coord. with processing substance abuse assessment materials
- Interact directly with litigants requesting assistance
- Perform such other tasks as requested by Associate Administrator, Court Administrator, 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 of experience as a paralegal. Extensive knowledge of family law and experience working directly with the public.

Knowledge, Skills, and Abilities

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

Compensation

This is a full-time permanent position with benefits. The annual salary is \$46,499.

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
Fax 410-396-1545
www.baltimorecity.gov
TTY 410-396-4930

NO PHONE CALLS, PLEASE

AN EQUAL OPPORTUNITY EMPLOYER