# Part-Time Lab Assistant Position

Juvenile Court Services is seeking a dedicated part-time Lab Assistant to support the Juvenile Court Services Coordinator. This role involves working up to 20 hours per week. Responsibilities include:

- Administering buccal swab paternity tests to respondents in Juvenile Court when LabCorp staff is unavailable.
- Maintaining & timely reporting of records, referrals, & completed tests.
- Creating and organizing folders for testing, uploading results.
- Coordinating with correctional facilities to schedule testing.
- Preparing detailed quarterly and monthly reports.
- Ordering supplies and managing inventory.
- Providing respondents with DNA paternity results through written communication.
- Collaborating daily with attorneys, caseworkers, and diagnostic labs.
- Utilizing the MDEC Odessey system to access, upload, & manage court documents.
- Performing other duties as assigned to assist with the flow of Juvenile Court.

The ideal candidate will be computer savvy, demonstrate excellent organizational skills, attention to detail, and the ability to work collaboratively in a legal environment.

## Minimum Qualifications

A minimum of a high school diploma or equivalency is required, some college or a degree is preferred. Three-years of clerical and administrative assistance experience required, with the ability to access and utilize various computer-based data tracking systems (i.e., Excel, Microsoft Word, email, Canva, MDEC, Odyssey, etc.). Must be a self-starter, computer proficient, professional and have good interpersonal and human relations skills, along with good verbal, written, technology & communication skills. Ability to interact positively and objectively with members of the general public and other court-based personnel. Must document, detail oriented, & able to multitask. Familiarity with the Juvenile Court system is desirable and previous lab assistant experience is a plus, but not required.

## Compensation

This is a part-time, non-benefited position working up to 20 hours per week at $22.56 per hour.

## To Apply:

This position is open until filled. Please submit a resume to:

Jacqueline Hale
Human Resource Officer
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21201
Jacqueline.Hale@mdcourts.gov
(No telephone calls, please)
www.baltimorecitv.gov

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