



## Circuit Court for Prince George's County Legal Assistant (G-15)

<b>SALARY</b>	\$19.00 Hourly \$39,520.00 Annually	<b>LOCATION</b>	Upper Marlboro, MD
<b>JOB TYPE</b>	Part-Time	<b>JOB NUMBER</b>	19-00144
<b>DEPARTMENT</b>	Office of Problem Solving Courts	<b>OPENING DATE</b>	04/01/2024

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### Nature and Variety of Work

The incumbent is responsible for assisting the assigned Assistant Public Defender through a general knowledge of criminal law, its legal procedures, and terminology and will assist with appropriate recommendations. Additionally, the legal assistant will carry out similar duties assigned by the Problem Solving Court Coordinators when needed.

### Examples of Work

Duties include, but are not limited to, the following:

- Inputs and updates Legal Files within the database.
- Types of pleadings, correspondence, memos, board resolutions, contracts, staff summaries, and other legal documents.
- Routes and handles all correspondence and telephone inquiries.
- Assists in creating and maintaining departmental files (i.e., labeling physical file folders, creating/opening/maintaining electronic file folders, etc.)
- Communicates matters relevant to casework assigned with other departments within the Authority and outside Agencies and Courts.
- Files requests for record checks.
- Coordinates cases for pleas, sentencing, and discharge.
- Maintains records and statistical reports related to the Problem-Solving Courts Programs as required by the Assistant Public Defender and/or Problem-Solving Court Coordinators.
- Performs other duties as assigned.

### Minimum Qualifications

High School Diploma or GED required, and three (3) years of experience as a legal secretary/assistant required.

- Expertise in using the Microsoft Office Suite, including Word, Outlook, and PowerPoint, required. Must possess proficiency in typing legal briefs, summary judgment motions, responsive pleadings, and court conference memos.
- Working knowledge of Legal Files or other legal database management systems is required.
- Excellent interpersonal, verbal, and written communication skills (including grammar, punctuation, spelling, and proofreading) are required.
- Knowledge of legal practices and terminology required, in-depth

- Excellent interpersonal communication and writing skills (including grammar, punctuation, spelling, and proofreading) are required.
- Ability to work independently and/or in a team under moderate supervision required.
- Must be organized and detail-oriented, able to work on multiple assignments simultaneously.
- Must be flexible and solution-oriented with the ability to work under pressure.

## Additional Information

### This is an In-Person, Part-time Position

The Circuit Court for Prince George's County is a drug-free workplace and an equal-opportunity employer committed to diversity in the workplace. We do not discriminate based on race, color, religion, age, sex, marital status, national origin, physical or mental disability, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.

\*\*A request for ADA accommodations for interviews should be made at the time of notification of the interview.

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#### Agency

Circuit Court for Prince George's County

#### Address

14735 Main Street  
Room M2407  
Upper Marlboro, Maryland, 20772

#### Phone

301-952-3708

#### Website

<https://www.princegeorgescourts.org/>

## Legal Assistant (G-15) Supplemental Questionnaire

### \*QUESTION 1

Which of the following best describes your level of completed education?

- High School or G.E.D.
- Associate Degree
- Bachelor's Degree
- Other

### \*QUESTION 2

If you selected Other please specify. If you did not choose other, please enter "N/A."

### \*QUESTION 3

How many years of experience working as a Legal Assistant do you possess?

- 3 or more years or experience
- 2 years, but less than 3 years or experience.
- 1 year, but less than 2 years of experience.
- Less than one (1) year of experience.
- I have no experience working as a Legal Assistant.

**\*QUESTION 4**

**Describe in detail your experience working as a Legal Assistant and include the employer's name and dates of employment. Please do not type "See Resume." If you have no experience, enter "N/A".**

\* Required Question