



Circuit Court for Prince George's County Paralegal (G-16)

SALARY	\$26.44 Hourly \$55,000.00 Annually	LOCATION	Upper Marlboro, MD
JOB TYPE	Full-Time (Grant Funded)	JOB NUMBER	19-00093
DEPARTMENT	Family Division	OPENING DATE	08/31/2023
CLOSING DATE	Continuous		

Nature and Variety of Work

Under the direction of the Family Division Paralegal Supervisor, the candidate is responsible for providing paralegal services to litigants pertaining to family law matters, inclusive of domestic and juvenile, CINA/TPR, and child support cases.

Examples of Work

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

- Drafts orders and memoranda associated with such programs as CINA/TPR, adoption, special immigrant juvenile status (SJIS), and child support cases.
- Distributes case files for further action.
- Performs independent legal and factual research relating to the area assigned. Extracts research information from the case management system and various applications/websites.
- Conducts interviews to elicit information from and explain legal procedures to parties. Exercises independent discretion and judgment in determining the degree of confidentiality associated with various records and case information.
- Reviews pleadings.
- Alerts litigants, attorneys, and/or the Judge to discrepancies in areas requiring special attention.
- Reviews issues requiring legal determination with the Family Division Coordinating Judge and/or the Paralegal Judge.
- Screens customer's requests.
- Ensures all emergency pleadings and documents are filed in accordance with Maryland Rules and Procedures.
- Maintains and submits monthly statistics.
- Responds to customer inquiries.
- Performs other duties as assigned.

Minimum Qualifications

An Associate of Arts degree in paralegal studies, criminal justice, or legal studies; or a Paralegal Certificate from an accredited college or university; or one year of law school; or three (3) years of experience performing paralegal/legal assistant work; **or an equivalent combination of education and experience.**

Additional Information

Funding Source: This position is 20% grant-funded and 80% general funded with full-time benefits.

Beginning December 29, 2021, all new employees are required to be fully vaccinated as a condition of their employment. Full vaccination status requires two (2) weeks to pass since the employee's second Pfizer or Moderna vaccination shot or the one (1) Johnson and Johnson vaccination. Religious and medical exemptions will be made on a case-by-case basis upon notification of the request.

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.****

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/>

Paralegal (G-16) Supplemental Questionnaire

*QUESTION 1

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

- High School or G.E.D.
- Paralegal Certificate
- Associates Degree
- Other

*QUESTION 2

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

*QUESTION 3

Please select your field of study.

- Paralegal Studies
- Criminal Justice
- Legal Studies
- Other

***QUESTION 4**

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

***QUESTION 5**

How many years of experience working as a Paralegal/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 Paralegal/Legal Assistant.

***QUESTION 6**

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

***QUESTION 7**

Do you pertain advanced knowledge of family law, legal procedures, and terminology?

- Yes
- No

***QUESTION 8**

If you responded "Yes" to question #5 describe in detail your advanced knowledge of family law, legal procedures, and terminology, including the employer's name and dates of employment. Please do not type "See Resume."

* Required Question