**Judicial Administrative Assistant II**

**Grade: 7**

**FLSA: Non-Exempt**

**Date: 05/22**

**Job Summary:** Provides direct support to Administrative Judge of the Circuit Court including, but not limited to, secretarial, administrative and clerical services, personnel administration, and point of contact for executive operations, performs other duties as assigned.

**Essential Functions:**

1. Coordinates the Administrative Judge’s appointments, daily court dockets, chambers meetings, state-wide judicial conferences and various committees and symposiums;
2. Drafts and edits court orders, judicial opinions and court memos;
3. Monitors Task Manager to review motions and correspondence as they are sent to chambers;
4. Assist in training and overseeing the Judge’s law clerk;
5. Keeps files updated for plea conferences, legal research, judicial opinions, En Banc and Review of Sentence proceedings;
6. Point of contact for courthouse staff regarding Judge’s various administrative duties;
7. Point of contact for executive operations including, but not limited to, Security, State’s Attorney’s office, Office of the Public Defender, Parole and Probation, Department of Juvenile Services, Department of Social Services, the Sheriff’s Department and all other chambers;
8. Submission of reimbursement, judicial leave and reserved case report management through appropriate AOC programs;
9. End of year judicial leave administrative report;
10. Coordinates bailiff schedules;
11. Monitor need for office supplies and order accordingly;
12. Ability to utilize MDEC system to complete tasks;
13. Any additional tasks as assigned by Judge;
14. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to effectively communicate in person and in writing with other staff, attorneys, courtroom personnel, department personnel and the public;
2. Ability to make decisions in accordance with established laws, Maryland Rules and Federal guidelines and to apply policies to daily work problems;
3. Ability to handle questions, concerns and situations which may arise which require discretion;
4. Knowledge of effective business English, grammar, legal terminology;
5. Ability to prioritize and multitask;
6. Ability to keep accurate records;
7. Ability to operate relevant computer systems, copy machine, printers and scanners;
8. Working knowledge of MDEC system.

**Education and Experience:**

1. Bachelor’s or Associates degree preferred, High School diploma required.
2. Five years or more of related experience in the legal field;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves high risks with exposure to potentially dangerous situations, which require a range of safety and other precautions, e.g., aggressive human behavior, or similar situations where conditions cannot be controlled.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date