**Judicial Administrative Assistant I/LAW CLERK**

**Grade: 6**

**FLSA: Non-Exempt**

**Date: 10/19**

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

**Essential Functions:**

1. Drafts and revises judicial opinions, court orders, and court memos;
2. Responds to research questions on a case-by-case basis and provides up to date information to the Judge;
3. Prepares for trial by preparing trial briefs, exhibits, subpoenas, evidence, and motions;
4. Ability to utilize MDEC system to monitor Task Manager to complete tasks and to review motions and correspondence as they are sent to chambers;
5. Update files for plea conferences, legal research, judicial opinions, En Banc and Review of Sentence proceedings;
6. Attend court proceedings, as requested by the Judge;
7. Coordinates the assigned Judge’s appointments, daily court dockets, chambers meetings, state-wide judicial conferences and various committees and symposiums;
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 for assigned Judge; and
11. Any additional tasks as assigned by Judge.

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

1. Knowledge of laws, rules, court procedures and the progression of case from original charge through trial, sentencing, modification and violation of probation stages;
2. Ability to apply policies, procedures, rules, regulations and laws, as required.
3. Ability to perform legal research, including the ability to read and understand law-related materials;
4. Strong communication skills and the ability to work cooperatively with counsel, chambers staff, litigants, and often the public.;
5. Ability to make decisions in accordance with established laws, Maryland Rules and Federal guidelines and to apply policies to daily work problems;
6. Ability to handle questions, concerns and situations which may arise which require discretion;
7. Knowledge of effective business English, grammar, legal terminology;
8. Excellent organizational and time management skills;
9. Ability to operate relevant computer systems, copy machine, printers and scanners;
10. Ability to learn and master the MDEC system to complete tasks.

**Education and Experience:**

1. Juris Doctorate degree from an ABA-accredited law school

**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