

CARROLL COUNTY CIRCUIT COURT

The Circuit Court for Carroll County seeks to hire a Court Assignment Officer.

POSITION TITLE & GRADE: Court Assignment Officer – Civil
Grade J03 - Full time with Benefits

DEPARTMENT: Circuit Court

ORGANIZATIONAL RELATIONSHIPS:

Reports To: Court Administrator
Supervises: N/A

OVERVIEW AND PREFERRED SKILLS: The Assignment Officer serves a critical function of daily court operations by scheduling hearings and performing other related functions. The ideal applicant will possess exceptional communication and organizational skills and must be able to work well independently and with others. Knowledge of legal terminology or prior legal experience is strongly preferred.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

1. Setting hearings which involves contacting attorneys and working closely with the Judge's Chambers;
2. Updating daily dockets on web and calendar management systems;
3. Answering phone calls and working with attorneys, self-represented litigants, and Circuit Court personnel;
4. Processing postponement requests;
5. Scheduling Interpreters as needed;
6. Preparing writs for incarcerated individuals who need to attend a hearing;
7. Attending weekly Docket meetings to discuss dockets for the following week and making changes if necessary; and
8. Additional duties as assigned.

ADDITIONAL DESIRED SKILLS:

Applicant should be proficient in Microsoft Word, Excel, and Outlook software. Experience with Odyssey/MDEC and/or Zoom for Government preferred.

HOW TO APPLY:

Please submit a resume and cover letter to Susan Leary at susan.leary@mdcourts.gov. This position will remain open until filled.