

CARROLL COUNTY CIRCUIT COURT
JOB DESCRIPTION

POSITION TITLE: Court Assignment Officer – Juvenile / Child Support (J03)

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 applicant will possess exceptional communication and organizational skills and must be able to work well independently and with others.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

1. Setting hearings which involves contacting various agencies and working closely with the Judges and Magistrates' Chambers;
2. Reviewing and completing Juvenile/Child Support Assignment tasks in the Odyssey Navigator program;
3. Answering phone calls from Attorneys, Self-Represented litigants and Circuit Court personnel;
4. Scheduling Interpreters for cases as needed;
5. Updating the Judges & Magistrates' weekly calendars;
6. Communicating docket changes/ updates for CINA, Juvenile and Child Support cases to Circuit Court personnel and the Clerk's Office;
7. Preparing writs for incarcerated individuals who need to attend a hearing;
8. Attending weekly Docket meetings to discuss dockets for the following week and making changes if necessary;
9. Supporting the Civil and Criminal Departments as needed; and
10. Additional duties as assigned.

ADDITIONAL DESIRED SKILLS (*Preferred, not required*):

Microsoft Word

Outlook

Excel

Odyssey/MDEC

Zoom for Government

HOW TO APPLY:

Send resume and cover letter to Susan Leary, Esq., Court Administrator for the Circuit Court, at susan.leary@mdcourts.gov. This position will remain open until filled.