



Assignment Clerk I

Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An annual salary of \$53,851 starting...**

If our **Assignment Clerk I** compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, perquisites, etc. and apply online today.



JOB TITLE:	Assignment Clerk I	GRADE:	9
DEPARTMENT:	Circuit Court	FLSA STATUS:	Non-Exempt
REPORTS TO:	Administrative Judge and Court Administrator		

GENERAL DEFINITION OF WORK:

Performs intermediate technical and skilled clerical work in the scheduling of civil, family, and criminal cases for the Circuit Court which involves conferring with attorneys, generating orders and other correspondence to counsel, and administering the court calendar. Direction is provided by the Assignment Clerk/Jury Coordinator with general supervision by the Court Administrator and the Administrative Judge.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Schedules all case types to be heard before the Judges and Family Magistrate of the Circuit Court.
2. Maintains Court Calendar, courtroom assignments, and docket boards.
3. Creates and distributes daily change sheet and court calendar and posts daily docket to court website
4. Assists the Assignment Clerk/Jury Coordinator as needed in submitting jury schedules to the Jury Clerk for juror scheduling and posting jury schedules on docket boards and daily schedules.
5. Assists the Court Administrator and the Assignment Clerk/Jury Coordinator in the maintaining of the court's case management plan which shall include a system of differentiated case management in which cases are classified according to complexity and priority and are assigned to multi-track scheduling categories based on the classification.
6. Processes mail and invoices, and orders supplies
7. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the office methods, procedures and practices of the Court system; thorough knowledge of business English, spelling and office management; thorough knowledge of state statutes governing court programs, policies and procedures; working knowledge of court system; ability to plan, organize and prioritize work; good communication skills and ability to work well with others; advanced computer skills; ability to establish and maintain effective working relationships with judges, associates, attorneys and the general public. Familiarity with MDEC, Microsoft Word, and Microsoft Excel is preferred.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school or an accredited community college with major course work in secretarial science, paralegal or related field and extensive experience as legal secretary or paralegal.



PHYSICAL REQUIREMENTS:

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. This is sedentary work requiring the exertion of up to 25 pounds of force occasionally, sitting or standing for extended periods of time; the worker is not subject to adverse environmental condition.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license with ability to maintain.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Revised: 06/2022

Applicant must be legally authorized to work in the United States and willing to provide unexpired USCIS Form I-9 employment eligibility verification documentation upon request.

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
**Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740**

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**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:
July 28, 2026 @ 4:00PM**