



Judicial Assistant- Court Administration

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 \$61,152 starting...**

If our **Judicial Assistant** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



JOB TITLE:	Judicial Assistant – Court Administration	GRADE: 11
DEPARTMENT:	Circuit Court	FLSA STATUS: Non-Exempt
REPORTS TO:	Court Administrator	

GENERAL DEFINITION OF WORK:

Performs administrative work providing a variety of legal and court operation support activities to the Court Administrator, as well as senior and visiting judges. Ensures that efficient court operations and procedures are implemented and followed for the Court Administration office. Direction is provided by the Court Administrator.

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. Works independently under the general supervision of the Court Administrator who gives assignments in broad terms of the objectives desired. Acts as intermediary in maintaining frequent contacts with other members of the local and state judiciary. Reviews and brings to the attention of the Court Administrator those items which require their consideration and action.
2. Utilizes knowledge of legal terminology and resources to prepare letters, memoranda, reports, data requests, and similar or related material at the direction and satisfaction of the Court Administrator.
3. Assists the Court Administrator as directed in general court operations, including but not limited to case management and the Differentiated Case Management plan, fiscal administration, purchasing, human resources, security administration, technology, and facilities.
4. Assists in preparing monthly and annual reports for the Court Administrator for submission to Administrative Office of Courts.
5. Maintains all files in accordance with the Court and Court Administrator's requirements. Updates manuals.
6. Transfers court work product between the Court Administrator's office, as well as visiting and senior judge's chambers, and various other departments in the court through MDEC or other means as necessary. Contacts parties, attorneys, judiciary staff at the Administrative Office of the Court, or county administration staff as required by the Court Administrator.
7. Maintains calendars, including scheduling appointments, coordinating meetings and resources for the Court Administrator. Order supplies for courtroom use. Assists chambers in ordering juror meals. Receives incoming correspondence to the Court Administrator's office.
8. Assist with senior and visiting judges, to include but not limited to serving as point of contact, reviewing the court dockets, and preparing documents as needed, and assisting with courtroom technology, including Zoom and Polycom.

9. Works closely with the Assignment office regarding scheduling of cases on the senior or visiting judge's docket.
10. Serves as a backup to assist other court staff as directed by the Court Administrator or Administrative Judge.
11. Assists with courtroom technology.
12. Works to accomplish various tasks as assigned by the Court Administrator. Performs related tasks as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have an in-depth knowledge of court procedures and full knowledge of the State Judiciary case management system, MDEC.
- Thorough knowledge of legal drafting and administrative techniques.
- Ability to take and transcribe dictation.
- Thorough knowledge of legal terminology, forms, methods, and procedures.
- Knowledge of the principles, methods and practices utilized in and to perform legal research.
- Ability to coordinate complex legal requests from various departments, agencies, attorneys, and courthouse staff.
- Ability to multi-task, organize data, gather information, prepare reports, and maintain office and legal records.
- Ability to take initiative, to stay organized, and work in a self-motivated, independent manner.
- Ability to demonstrate consistent attention to detail.
- Must possess a positive workplace attitude and the ability to establish and maintain a positive working relationship with judges, court administrator, other court staff, attorneys, partner agencies, and the public.
- Ability to professionally deal with confidential information including but not limited to judicial and court administration records.
- Familiarity with Microsoft Teams, Microsoft Office including Word and Excel, SharePoint, Zoom for Government, Westlaw online legal research, and Oracle.
- Ability to operate modern office equipment and all courtroom technology.
- Required to complete two (2) year Judicial Assistant Core training program through the Maryland Judiciary. Required to complete additional Judiciary mandatory training including but not limited to, sexual harassment, diversity equity and inclusion, customer service, and security trainings as required quarterly and/or annually. Completion of additional elective courses offered through the Judiciary to enhance job knowledge and performance.

EDUCATION AND EXPERIENCE:

- High school diploma. Associate degree in business administration, paralegal studies, or related field, preferred.
- Considerable legal office support experience.
- Equivalent combination of education and experience may be substituted.
- This position is part of the Court Administrator's personal and confidential staff. As such, selection is made by the Court Administrator and Administrative Judge and minimum qualifications may vary on an individual basis.

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: 03/2024

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**

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.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:
April 29, 2026 @ 4:00PM**