



## JUDICIAL ADMINISTRATIVE ASSISTANT (COURT MANAGEMENT ASSISTANT I)

CIRCUIT COURT FOR ANNE ARUNDEL COUNTY, OFFICE OF THE COURT  
ADMINISTRATOR

The Circuit Court for Anne Arundel County is seeking to hire a judicial administrative assistant to Judge Christine M. Celeste. This individual ensures the efficient operation of a judicial office and operates with a high degree of independence and discretion. The successful candidate will have a broad knowledge of the laws of the State of Maryland, the court system and its operational requirements. Responsibilities include but are not limited to interacting with members of the public, attorneys and various court departments; and therefore, must exercise judgement, tact and diplomacy in dealing with judges, public officials, professionals, and the public.

### THIS INDIVIDUAL IS RESPONSIBLE FOR:

- Works under the limited supervision of the judge who evaluates results of extensive projects. The judge has delegated authority for independent office operation.
- Acts as an intermediary and liaison in maintaining frequent contact with other members of the local and state judiciary, with public executives, professionals, and public and governmental agencies.
- Coordinates, prepares, and researches and processes court-related releases, hearings, and various documents through assorted subordinate offices.
- Review and bring to the attention of the judge items requiring his/her consideration and determination and constantly monitors workflow as to correctness and comprehensiveness.
- Schedules appointments without prior clearance; establishes priorities of appointment; and sifts and reschedules appointments at own discretion.
- Manages an office and initiates new policy; assembles and abstracts information, analyzes, edits data, and submits findings to appropriate agency or subordinate department.
- Supervises law clerk and intern (if any). Trains said personnel in the operation of a properly maintained judge's chambers as it relates to court procedures. This includes examination of legal research, ensuring that all documents are completed properly, reviews copy and distributes when completed.
- Analyzes, maintains, and reports court statistical information. Drafts correspondence, answers inquiries from the public and court-related agencies.
- Reviews court cases and works in conjunction with assignment office in scheduling these cases. Maintains contact with all parties to ensure the final disposition of the case.
- Receives and reviews all incoming correspondence and obtains background information to facilitate a final determination. Refers matters that require the judge's sole determination.
- Delegates duties to the law clerk and law intern and reviews finished product.
- Maintains strict confidentiality of records, reports, and opinions.

- Performs all other legal tasks and office duties as assigned by the supervising judge.

**SALARY/BENEFITS:** This is an Anne Arundel County Grade 15 position. [Click here.](#)

**APPLICATION PROCEDURE:** Open until filled. Interested candidates should submit a cover letter, resume, and list of three professional references as a SINGLE PDF document to [OfficeofCourtAdministration@mdcourts.gov](mailto:OfficeofCourtAdministration@mdcourts.gov) .