

CARROLL COUNTY CIRCUIT COURT

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

POSITION TITLE & GRADE: Court Assignment Officer – Juvenile / Child Support
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 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; and
9. Additional duties as assigned.

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

Microsoft Word, Outlook, Odyssey/MDEC, Zoom for Government

HOW TO APPLY:

Please submit a resume and cover letter to Alison Jones at alison.jones@mdcourts.gov by 5:00 p.m. on November 22, 2021.