

Circuit Court for Baltimore City  
Paralegal  
Family Division Administrative Office

The Circuit Court for Baltimore City is seeking a Paralegal for the Administrative Office in the Family Division.

**Major Responsibilities**

- Fee Waiver review
- Initial case file review
- Review Special Immigration Juvenile Status files
- Review Petitions to Enroll Foreign Order
- Review Requests for Default
- Review Petitions for Name Change of Minor
- Ability to perform legal research and prepare legal memoranda
- Assist litigants with filing temporary protective orders in absence of Family Services Coordinator
- Assist Family Services Coordinator with processing substance abuse assessment and random drug testing documents
- Interact directly with litigants requesting assistance via telephone calls or walk-ins
- Perform such other tasks as requested by Associate Administrator, Court Administrator, Judge-in-Charge, and Administrative Judge

**Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The responsibilities listed above are representative of the knowledge, skill, and/or ability required.

**Education and Experience**

Bachelor's Degree in paralegal studies from an accredited college or university or three years' experience as a paralegal. Extensive knowledge of family law and experience working directly with the public.

**Knowledge, Skills and Abilities**

- Ability to navigate Odyssey – Maryland Court electronic software program
- Proficient in Microsoft Office
- Proficient in Excel
- Excellent interpersonal skills
- Strong attention to detail
- Extensive experience dealing with high conflict population
- A plus if applicant has experience using DV Office software

**Compensation**

This is a full-time permanent position with benefits. The starting annual salary is \$50,797. The salary range for this position is \$50,797-\$61,402 annually.

**THIS POSITION WILL BE OPEN UNTIL FILLED**

**To Apply**

Please submit a cover letter, resume, transcript, and a writing sample along with a list of professional references to:

Ms. Jacqueline Hale  
Circuit Court for Baltimore City  
111 North Calvert Street, Room 244  
Baltimore, Maryland 21202  
[Jacqueline.hale@mdcourts.gov](mailto:Jacqueline.hale@mdcourts.gov)  
Fax 410-396-1545  
[www.baltimorecity.gov](http://www.baltimorecity.gov)  
TTY 410-396-4930

**NO PHONE CALLS, PLEASE**

**AN EQUAL OPPORTUNITY EMPLOYER**