



## Circuit Court for Prince George's County Foreclosure Paralegal (G-16)

<b>SALARY</b>	\$26.44 Hourly \$55,000.00 Annually	<b>LOCATION</b>	MD, MD
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	19-00145
<b>DEPARTMENT</b>	Judge's Paralegal Unit	<b>OPENING DATE</b>	03/25/2024
<b>CLOSING DATE</b>	4/8/2024 11:59 PM Eastern		

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### Nature and Variety of Work

Under the supervision of the Paralegal Supervisor, the incumbent is responsible for providing paralegal support to the Foreclosure Coordinating Judge and Foreclosure Magistrate.

### Examples of Work

#### Duties include, but are not limited to, the following:

- Monitors the Court's compliance for foreclosure cases.
- Reviews and processes routine foreclosure motions.
- Performs basic manual and automated research in reviewing foreclosure cases.
- Drafts pleadings and associated legal documents and memoranda related to Foreclosure cases.
- Assists with special projects under the direction of the Foreclosure Coordinating Judge, Foreclosure Magistrate, and/or Paralegal Supervisor.
- Verbal and written interaction with Substitute Trustees, Attorneys, Litigants, and Court Staff.
- Performs other duties as assigned.

### Minimum Qualifications

An Associate of Arts Degree in social science or paralegal studies at an accredited college or university; or three (3) years of experience performing paralegal/legal assistant work; or an equivalent combination of education and experience.

#### Knowledge of:

- Basic legal concepts, terminology, principles, and procedures.
- Basic court rules concerning legal processes, timelines, and documentation.
- Legal research techniques and standard legal reference materials.
- Methods and techniques of preparing legal documentation.
- Office equipment, including computers and assigned software.
- Methods and techniques used in preparing court exhibits and related materials.

#### The Ability to:

- Perform a variety of comprehensive legal and legislative research tasks and analyses.
- Interpret applicable federal, state, and county codes, regulations, and statutes.
- Prepare a variety of legal documents clearly and concisely.

- Conduct legal research in a variety of areas.
- Organize and maintain accurate records and files.
- Establish and maintain effective working relationships.

## Additional Information

The Circuit Court for Prince George's County is a drug-free workplace and an equal opportunity employer committed to diversity in the workplace. We do not discriminate based on race, color, religion, age, sex, marital status, national origin, physical or mental disability, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.

**A request for ADA accommodations for interviews should be made at the time of notification of the interview.**

### Agency

Circuit Court for Prince George's County

### Address

14735 Main Street  
Room M2407  
Upper Marlboro, Maryland, 20772

### Phone

301-952-3708

### Website

<https://www.princegeorgescourts.org/>

## Foreclosure Paralegal (G-16) Supplemental Questionnaire

### \*QUESTION 1

**Which of the following best describes your level of completed education?**

- ☐ High School or G.E.D.
- ☐ Associate degree
- ☐ Bachelor's Degree
- ☐ Paralegal Certificate
- ☐ Other

### \*QUESTION 2

**If you selected Other, please specify. If you did not choose Other, please enter "N/A."**

### \*QUESTION 3

**How many years of experience do you possess working as a Paralegal/Legal Assistant?**

- ☐ 3 or more years or experience.
- ☐ 2 years, but less than 3 years or experience.
- ☐ 1 year, but less than 2 years of experience.
- ☐ Less than one (1) year experience.
- ☐ I have no experience working as a Paralegal/Legal Assistant.

### \*QUESTION 4

Describe your experience working as a paralegal/legal assistant, including the employer's name and employment dates. Please do not type "See Resume." If you have no experience, please enter "N/A."

**\*QUESTION 5**

Do you have advanced knowledge of foreclosure law, legal procedures, and terminology?

☐ Yes

☐ No

**\*QUESTION 6**

If you responded "Yes" to Question 5, describe in detail your advanced knowledge of foreclosure law, legal procedures, and terminology to include the employer's name and dates of employment. Please do not type "See Resume."

\* Required Question