



Job Announcement

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Opening Date:	October 23, 2009	Closing Date:	November 20, 2009
Job Title:	Director	Position Type:	Regular Full Time
PIN:	000501	FLSA Status:	Exempt
Location:	State Board of Law Examiners Annapolis, Maryland	Grade/Entry Salary:	S06 \$71,572 - \$85,728 (Depending on Qualifications)
Financial Disclosure:	Yes		

Regular State employees subject to promotion/demotion policy

Essential Functions: Advises the State Board of Law Examiners and the Court of Appeals of Maryland regarding all aspects of the Maryland bar admissions process. Assists the Board in evaluating the educational credentials, character and fitness qualifications, and legal competence of bar applicants. Provides administrative support to the Board in developing and grading bar examinations, conducting meetings and hearings, and developing policies and procedures. Plans the logistics and supervises the administration of the Maryland bar examinations for law school graduates and for experienced Out-of-State Attorneys previously licensed in other states. Manages the operations of the Board's administrative office, and a staff of six, including an attorney, an office manager, and four analysts. Develops the Board's budget and manages associated expenditures. Obtains finance, human resources, procurement, information technology and other administrative support for Board operations in cooperation with the Administrative Office of the Courts. On behalf of the Board of Law Examiners, serves as principal point of contact for outside agencies such as law schools, the National Conference of Bar Examiners, the bar admission authorities of other states, the executive and legislative branches of state government, the Maryland State Bar Association, and other entities with an interest in the licensing of attorneys in Maryland.

Education: Juris Doctorate from an American Bar Association approved law school and membership in good standing of a bar in the United States.

Experience: Eight years progressively responsible experience in administrative or professional work, three of which must have involved supervision of other employees or exercising responsibility for program management.

Preferred: Membership in the Maryland bar. Administrative experience in a corporate or government setting.

Skills/Abilities: Knowledge of a wide range of business technology and software, including word processing, spreadsheet databases, email, and other management software. Ability to interpret and apply laws, to exercise independent judgment, to determine a course of action, and identify potential issues. Ability to demonstrate leadership skills, to include good decision making, problem solving, analytical and interpersonal skills. Ability to lead a team and effectively manage interpersonal conflict. Ability to develop and manage operation budgets and expenditures. Ability to develop and implement short and long term plans, to set priorities, manage multiple activities simultaneously and within deadlines. Demonstrated excellent oral and written communication skills, organizational ability and attention to detail. Ability to communicate information and explanations and interact effectively and in a patient and tactful manner with administrative officials, employees, co-workers, and the general public. Demonstrated flexibility to deal effectively with change. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary application (unsigned applications will not be accepted) stating position title, PIN and location. You may also include with your application, a cover letter and resume. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.