



Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

Opening Date:	July 25, 2008	Closing Date:	August 8, 2008
Job Title:	Foster Care Court Improvement Project Specialist	Position Type:	Regular Full Time
PIN:	086652	FLSA Status:	Exempt
Location:	Administrative Office of the Courts- Family Administration Annapolis, Maryland	Grade/Entry Salary:	J15 \$50,142-60,095 (Depending on Qualifications)
		Financial Disclosure:	Yes

Essential Functions: The primary responsibility of the Project Specialist is to assist the Program Manager and Assistant Program Manager in implementing the initiatives of the Foster Care Court Improvement Project. This will include being the primary staff person for coordinating the oversight of statewide jurisdictional and aggregate child welfare data, specifically CINA, and related TPR and Adoptions cases for the State. Provide monthly status reports of jurisdictional activity. Performs other duties as assigned.

Education: Bachelor's Degree from an accredited college or university.

Experience: 3 years of experience in the child welfare arena and/or court system to include experience with case management statistics, data management systems, and status reports.

Preferred: Law Degree.

Skills/Abilities: Must have the ability to exercise discretion and independent judgment; possess the interpersonal relationship skills to effectively interact with all levels of professionals; must be able to conduct research and write clear, concise summaries of professional, technical, statistical, and legal material; must be able to communicate effectively, must have excellent organizational skills. Ability to establish priorities, and be adaptable and multi-task oriented; must have the ability to work in a fast paced, changing environment. Must have competent computer skills in a Windows environment to include word processing, report writing, data management. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. 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/resumes 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.