



## Job Announcement

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<b>Opening Date:</b>	October 12, 2007	<b>Closing Date:</b>	Open Until Filled
<b>Job Title:</b>	Web Content Coordinator	<b>Position Type:</b>	Temporary Full Time
<b>PIN:</b>	828001	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	Maryland State Law Library Annapolis, Maryland	<b>Salary:</b>	\$25.08 per hour (No State Benefits)

**Essential Functions:** The Website Content Coordinator will be responsible for providing legal information content for the Peoples Law Library website which will be the Judiciary's primary method of providing legal information and referral assistance to self-represented litigants. The Website Content Coordinator develops and manages legal information on the website by coordinating a network of attorney contributors who are involved in public interest legal services; consulting with State Law Library staff for material; and conducting legal research and writing of legal content materials not provided through other sources. Responsible for providing legal content to the Website Specialist for posting and assisting with updating and coordinating the availability of material on the website. Position will also assist the Outreach Services Librarian and Library Director with maintaining open communications with the Peoples Law Library Content Advisory Committee and partner institutions providing legal services to low- and middle-income individuals. Coordinating with the Outreach Services Librarian and Library Director, the Website Content Coordinator takes an active role in the marketing and promotion of the website and participates in the library's Outreach Services project team. Prepares annual operating budget request for promotional materials for the Peoples Law Library.

**Education:** Bachelor's Degree in a related field from an accredited university.

**Experience:** Five years of experience in legal writing to include three years of project management and budget experience.

**Note:** Juris Doctorate can be substituted for three years of the legal writing experience.

**Preferred:** Juris Doctorate. Knowledge of website architecture.

**Skills/Abilities:** Legal research, writing and editing skills. Knowledge of current best practices for legal website development for low-income and low literacy adults. Familiarity with the principles of knowledge management in a legal environment. Skills in all aspects of project management to include data collection, evaluation, development of goals, and implementation of plans and procedures. Familiarity with the national legal services and technology support systems. Ability to develop budget proposals. Ability to work independently, to establish priorities and organize work to meet time constraints. Excellent interpersonal and public relations skills, to communicate with a wide variety of people in person, in writing, and over the telephone. Ability to establish and maintain effective working relationships with others. Must be detailed-oriented with excellent organizational skills and have the ability to complete tasks accurately and efficiently. 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 will not be responsible for applications or resumes sent to any other address.**

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