

Job Announcement

CIRCUIT COURT FOR BALTIMORE COUNTY

Class Title: ADR Coordinator Assistant
Grade 19 (\$29,279) with Full County Benefits Available

Definition:

Schedules, promotes, directs, and tracks ADR processes, including pre-trial settlement conferences, mediations, Master's Settlement/ Scheduling Conferences, facilitations, and managing civil mediators' compliance with the Court's Civil Mediation program. Schedules cases in accordance with the Court's ADR policies and procedures.

Examples of Duties:

The ADR Coordinator Assistant will aid in scheduling, promoting, and tracking ADR statistics for settlement conferences, mediations, facilitations, and Master's Settlement/ Scheduling Conferences. This individual will also coordinate with other court offices; respond to inquiries from mediators, litigants and attorneys related to case assignment and processing, and any other duties assigned by the Court. This individual will also be responsible for assisting in the day-to-day administration of the Court's Civil Mediation program. This will include assignment of mediators, maintenance of the roster of court-approved mediators, orientation for new mediators, and monitoring of mediation results. This person will also be cross-trained to perform the duties of the Domestic Case Coordinator and will report to the Civil Mediation Administrator.

Minimum Qualifications:

Incumbents for this position must possess a Bachelors Degree from an accredited college or university, plus one year of experience in a court, law office or ADR related field. (A masters degree in conflict resolution or law degree may be substituted for work experience). *A 40-hour Basic (or Beginning) Mediation Training Certificate that meets the requirements of Rule 17-106(a) is preferred.*

Knowledge, Skills and Abilities

Individuals to be considered for this position must: have a thorough knowledge of ADR procedures, including mediation and civil court procedures; have the ability to plan effectively; communicate well with mediators, attorneys, the public and staff; have familiarity with computers; and be highly capable of carrying out court policies on a continual basis.

Conditions of Employment:

This position is a non-merit unclassified position with the Circuit Court for Baltimore County and subject to the personnel policies and procedures adopted by the Court. Funding for this position is conditional upon a grant received by the Maryland Mediation and Conflict Resolution Office (MACRO) on a yearly basis.

Resumes, (no applications) can be faxed to Joy Keller at 410 887-4806 or mailed to Joy Keller, DCM Office, 401 Bosley Ave. - 2nd floor, Towson, MD 21204. The close date is 11/19/09.

