MARYLAND JUDICIARY

# Job Announcement

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| **Opening Date:** | June 12, 2014 | **Closing Date:** | July 31, 2014 |
| **Job Title:** | District Court Commissioner | **Position Type:** | Regular Full Time |
| **PIN:** | 001317, 085609, 060105, 060107 | **FLSA Status:** | Exempt |
| **Locations:** | District 1, Baltimore City | **Salary:** | $46,394 |
| | Baltimore, Maryland | **Financial Disclosure:** | Yes |

**Essential Functions:** District Court Commissioners are judicial officers involved in conducting initial appearances, issuing charging documents, summonses and warrants, setting and accepting bonds or determining conditions of pre-trial release for arrested persons. District Court Commissioners receive general supervision from a District Court Managing Commissioner or Administrative Commissioner and perform the full range of duties with complete independence after an initial period of training and orientation. District Court Commissioners are assigned to day, evening or night shifts, or serve in an "on-call" capacity, and are subject to call-in during emergencies and staffing shortages. Work is performed in a District Court building, police station or Central Booking facility. Employees may be exposed to individuals who are hostile, emotionally charged and/or unhealthy or wounded.

District Court Commissioners are appointed by the Administrative Judge of the assigned District with the approval of the Chief Judge. District Court Commissioners serve at the pleasure of the Chief Judge.

**Education:** B.S. or B.A. degree from an accredited college or university.

**Skills/Abilities:** Demonstrated experience using a personal computer and the ability to type efficiently. Excellent interpersonal skills as well as a professional demeanor. Candidate must have the ability to make decisions based on criteria set forth in the law and administrative regulations. In addition, candidate must have the ability to work day, evening, or night shifts including weekends. Must be able to travel to various court locations in District 1. Ability to perform all essential functions of the position.

**NOTE: EMPLOYEE MUST RESIDE IN BALTIMORE CITY UPON EMPLOYMENT.**

**Application for DC Commissioner (DCA89) must be submitted. Please visit our website to download the application: www.mdcourts.gov. Materials must be received by 4:30 p.m. on the closing date at the address below:**

**Linda Lewis, Administrative Commissioner**
**Court Commissioner's Office**
**District Court of Maryland**
**Edward F. Borgerding Courthouse**
**5800 Wabash Avenue**
**Baltimore, Maryland 21215**

**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 selected candidate must submit a complete application at time of interview and will be subject to a background check. Applicants must be a United States citizens or eligible to work in the United States.**