

# **JOB ANNOUNCEMENT**

## **CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY**

**POSITION TITLE:** Clinical Professional

**CLASS TITLE:** Administrative Assistant III

**GRADE:** G-24

**ANNUAL SALARY:** \$60,000 - \$65,000 (Grant-Funded)

**LOCATION:** Family Division, Circuit Court for Prince George's County, Upper Marlboro, MD

**TYPICAL DUTIES:** The incumbent under the direction of the Associate Director of the Family Support Services Unit conducts custody investigations and home inspections in contested child access and adoption cases and provides the Court with written assessment, information and recommendation. Conducts investigative interviews of parties involved, assesses home conditions and prepares written reports, consults with court officials and testifies in court. Provides assessment, information and referral to court and community resources for family members seeking advice and assistance with social issues in actual or potential family law cases. Assesses need for emergency action by the court and provides intervention and/or recommendations to the court when ordered or requested by a judge or master. Monitors referrals to determine case outcome (when appropriate) and /or documents needed for development of additional community resources. Cooperates and coordinates efforts with other components of the Family Division to ensure proper information sharing. Performs other tasks and duties that may not be specially listed in the class specification but are within the general occupational category.

### **MINIMUM QUALIFICATION REQUIREMENTS**

Applicants must have a Masters degree in Social Work, Social Sciences or related field and a minimum of three years experience in the delivery of casework, counseling or other human services dealing with families in crisis, or equivalent combination of education and experience. Licensure at the LCSW-C level is required. Ability to interview and assess human service needs of a diverse population of individuals seeking assistance from the court on family law-related issues. Extensive knowledge of community resources and ability to interact effectively with community service providers, making and following up on referrals. Have excellent organizational and record keeping skills and ability to interact professionally with court, public officials, co-workers and colleagues. Ability to handle high volume caseload. Possess excellent communication skills. Ability to speak Spanish is a plus. Applicants are subject to background check. A Circuit Court for Prince George's County Employment Application must be submitted for this announcement. Applications are available at the address below or under the Judicial section on the Prince George's County's Website:

<http://princegeorgescourts.org/jobs.aspx>

**CLOSING DATE:** Applications must be received by 5:00 p.m. Eastern Standard Time (EST) on **Monday, October 31, 2016.**

**Apply To:** Director of Human Resources  
Court Administrative Office  
Room M2407, Court House  
Upper Marlboro, MD 20772  
FAX (301) 952-4447 E-Mail: [Humanresources@co.pg.md.us](mailto:Humanresources@co.pg.md.us)

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

**Prince George's County Circuit Court is an Equal Opportunity Employer, Committed to Diversity in the Workplace  
This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability.**

**Reasonable accommodation upon request.**