

## ALTERNATIVE DISPUTE RESOLUTION COORDINATOR

**Job Title:** Alternative Dispute Resolution Coordinator

**Department:** Charles County Circuit Court  
Court Administration

**Work Location:** La Plata, Maryland

**Starting Salary:** \$44,538.00 Annually

**Job Type:** Full-time; 37.5 Hours per Week

**Closing Date:** September 2, 2016

**Job Description Summary:** The Alternative Dispute Resolution (ADR) Coordinator is appointed by the County Administrative Judge and works under the direct supervision of the Court Administrator, with general oversight provided by the Director of Court Operations and the ADR Judge. The incumbent of this position performs tasks essential to managing existing alternative dispute resolution programs, developing new ADR initiatives, and monitoring the pre-trial resolution success rates for all case types wherein alternative dispute resolution is utilized. Duties require experience and knowledge of circuit court case scheduling and processing and are performed in accordance with established policies and procedures, judicial mandates, Maryland Case Time Standards, Charles County Circuit Court Differentiated Case Management Plans, Maryland Rules, and the Annotated Code of Maryland.

**Essential Functions:** Review cases to identify contested issues and determine suitability for ADR referral. Assign cases to court-approved ADR practitioners according to case type, level of intervention required, and practitioner expertise. Prepare ADR Orders for judicial signature and dissemination to parties and the selected ADR practitioner. Coordinate and review requests for waiver/reduction of the mediation fee and submit them for judicial consideration. Schedule permanency planning mediations. Monitor litigant compliance with ADR referrals. Collect, maintain, analyze, and generate statistics regarding the outcome of all ADR events to gauge programmatic efficacy. Identify ADR service gaps, research the applicability of various ADR interventions, and collaborate with court staff and stakeholders to create and implement new ADR programs. Develop, and periodically review, all internal ADR Policy and Procedures Manuals, making recommendations for changes when required. Assist with the identification of ADR strategies complimentary to the goals and objectives of Charles County Circuit Court's Differentiated Case Management Plans and to the enhancement of caseload performance. Seek grant funding opportunities and engage in the grant-writing process, project implementation, and periodic reporting requirements. Serve as a member on all court-related ADR committees and act as a collaborative liaison with the Administrative Office of the Courts, the Charles County Bar Association, and non-profit organizations to promote ADR programs. Coordinate the court-approved ADR practitioner roster: organize information for the application/selection process; maintain a list of practitioners by area of professional expertise; assure that practitioners observe the prescribed requirements for continuing education; and ensure observance of policies and procedures. Promote programmatic quality control by investigating ADR participant complaints and recommending appropriate corrective action to the court's ADR Committee. Plan, organize, and implement ADR practitioner training. Design, publish, and distribute brochures describing the ADR process and programs. Monitor amendments to Maryland Rules, Title 17. Perform additional caseload and differentiated case management duties, as assigned.

**Knowledge, Skills, and Abilities:** Ability to work a full-time court schedule of 8:00 a.m. to 4:30 p.m., Monday through Friday, with the flexibility to accommodate deviations from the standard work day. Possess a comprehensive working knowledge of all circuit court case types with the capability to research and interpret case law, statutes, and rules with respect to their impact on court operations. Detail-oriented with excellent organizational abilities including time management, workload prioritization, and record-keeping accuracy.

Even temperament and strong interpersonal skills to effectively work well with others in a team-oriented environment. Adept at planning, organizing, directing, and coordinating administrative activities for a program or organization. Aptitude for basic mathematical principles. Ability to identify problems, collect data, establish facts, draw valid conclusions, and propose viable solutions. Effective oral communication skills and the capacity to exercise a high degree of tact, diplomacy, professionalism, and competence in dealing with a wide variety of people. Superior writing skills with the versatility to accurately compose a variety of genres. Ability to simultaneously perform multiple tasks, with minimal supervision, and make independent decisions based on experience, good judgment, and established court policies and procedures. Discretion and sound judgment in working with sensitive information to maintain confidentiality. Proficiency with Microsoft Office, Uniform Case Management System (UCS), and Windows 7, with an aptitude for learning software programs related to various case management functions.

**Education and Experience:** Requires an Associate's Degree from an accredited college or university in conflict resolution/management, political science, criminal justice, public or court administration, legal studies, or other related field with two years of relevant experience, preferably in a court environment. Should also possess knowledge of alternative dispute resolution strategies, fundamentals of caseflow management, principles of differentiated case management, and Maryland Case Time Standards. (Minimum)

Bachelor's Degree from an accredited college or university in conflict resolution/management, political science, criminal justice, public or court administration, legal studies, or other related field. At least three years of progressively more responsible experience involving application of conflict resolution methodologies, program development and administration, legal case management, statistical and analytic work, and grant writing. (Preferred)

Successful completion of a 40-hour basic mediation training course is highly desirable. Candidates must have commensurate education, training, and/or experience demonstrating competence in the essential duties, knowledge, skills, and abilities.

Excellent benefits including a defined benefit pension plan, deferred compensation, generous leave, and health care programs. The Charles County Employee Pension Plan honors portability of prior eligible Maryland State and local government services in other defined benefit pension plans. Individuals interested in applying for the ADR Coordinator position can do so by accessing the Charles County Government website:

<http://www.charlescountymd.gov/hr/recruitment/recruitment>

In addition to completing the online application, candidates must provide a current resume and professional writing sample to be considered for this position. Alternatively, one's application, resume, and writing sample may be mailed or hand-delivered to the Circuit Court for Charles County, Maryland, Attention: Deborah W. Zrioka, Court Administrator, Post Office Box 3060, La Plata, Maryland 20646. Applications, whether executed online or delivered, must be received by 4:30 p.m. on the closing date. Faxed copies or applications electronically-submitted to an individual's email address will not be accepted. All qualified applicants will receive consideration for employment without regard to sexual orientation, race, color, religion, sex, age, national origin, or disability. Applicants who need an accommodation for an interview should request this in advance.