JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

APPLICANTS WHO APPLIED FOR THIS POSTION THAT CLOSED ON JUNE 30, 2016, DO NOT NEED TO REAPPLY

POSITION TITLE: Director of Family Division

GRADE: G-29 (Administrative Specialist I)

ANNUAL SALARY: $90,000 - $124,000

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

TYPICAL DUTIES: The Director of the Family Division serves as an administrator of a key component of the Circuit Court for Prince George's County. The incumbent reports directly to the Court Administrator and/or Deputy Court Administrator as determined by the Court Administrator. Leads various Family Division initiatives to include Truancy Reduction Court, Model Court, and Family Support Services. Collaborates with the Family Justice Center, Problem Solving Courts, other Circuit Court Directors as it relates to Family Law matters, and collaborates with other non-governmental and governmental agencies such as the Maryland State Bar Association and Administrative Office of the Courts. Under policies approved by the County Administrative Judge, the Director is responsible for the overall operation and budget of the Family Division and policy implementation as established by the Coordinating Judge – Family Domestic, the Coordinating Judge – Family Juvenile, and the Court Administrator. Provides leadership and guidance to professional and paraprofessional staff and manages approximately 25,000+ family law cases, including domestic and juvenile. Coordinates work of various court components within the Family Division, for the efficient handling of family law cases. Ability to appropriately resolve matters timely and identify pro-active solutions. Implements and monitors an approved differentiated case management plan. Responsible for the development and management of the Family Division general fund and grant budget as well as grant funding sources. Oversees grant proposals from the state, federal, and local levels. Responsible for adhering to the Family Law grant guidelines. Manages programs developed to provide procedural assistance to members representing themselves in Court. Ensures the court website reflects current family law information.

MINIMUM QUALIFICATION REQUIREMENTS

Bachelor's Degree in Business/Public Administration, Court Management, Criminal Justice (Graduate Degree or ICM Executive Development Certificate preferred); 6 years of Court or Court-related experience with a minimum of 3 years in family or juvenile; 6 years of supervisory experience and 5 years of management experience which will permit the applicant to demonstrate the required knowledge, skills and abilities Experience in leading, developing, planning, administering, and/or evaluating programs. Ability to lead, manage and supervise day-to-day operations of staff and work collaboratively with judges, staff, and related agencies to foster a team environment. Have the ability to communicate ideas clearly and concisely, both orally and in writing. Ability to interact professionally with judges, attorneys, court, public officials, co-workers and colleagues. Have good organizational and record keeping skills. Good automation skills and understanding of information technology. Ability to speak Spanish is a plus. 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: All applications must be received by 5:00 p.m. EST on **Monday, August 29, 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

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.