

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

Personnel Class Specification

EVALUATOR/CO-PARENTING PRESENTER

DEFINITION OF CLASS

Evaluators in the Family Division Services Department of the Montgomery County Circuit Court provide recommendations to the Judges and Family Division Magistrates through oral assessments, written evaluation reports, and/or testimony in family law cases. Evaluation is focused upon, but not limited to, custody and access (visitation) matters before the court, as well as adoptions. The Evaluator also presents court-ordered Co-Parenting Skills Enhancement Sessions to litigants.

Information obtained in the course of the performance of these duties may be confidential or private in nature. The employee in this position must recognize that visitors to the Court may be under significant stress and ensure that they are treated with dignity and discretion as they obtain court-ordered services.

Active casework includes contact with litigants, attorneys, governmental and private agencies, references, educational personnel, therapists, psychologists, psychiatrists, and other professionals possessing knowledge bearing on the issues before the court, as well as collateral contacts. The Evaluator reports directly to the Senior Court Evaluator, the Family Division Coordinator, and ultimately, to the Court Administrator.

Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that the employee or the Court may terminate the employment relationship at any time, with or without cause. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in the any documents, including Montgomery County Personnel Regulations.

EXAMPLES OF ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This job description shall not be construed to describe an exhaustive list of all duties that may be performed by such a person. Reasonable accommodations will be made in accordance with the applicable law to enable individuals with disabilities to perform the essential functions.

- Conduct extensive personal interviews with litigants and their children (age-appropriate), as well as observations of parent/child interaction. This includes visits to the litigants' homes to conduct home studies, as well as telephone and in-person interviews of collateral contacts including social services, educational, and medical and mental health professionals, such as therapists, teachers, and childcare providers.
- Prepare clear and concise oral and written reports of assessments and evaluations that include a psychosocial assessment, summary, and recommendations regarding the best interest of the child(ren) in custody, access, and adoption actions. Written reports are produced on a personal computer.
- Develop and maintain a working knowledge of family-related court procedures and policies.
- Attend, participate, and testify in settlement conferences and/or merits hearings before Family Masters and Judges.
- Review and evaluate home studies and post-placement supervisory reports prepared by licensed agencies and privately retained licensed social workers.
- Prepare and present court-ordered Co-Parenting Skills Enhancement Sessions to litigants involved in custody/visitation cases, overseeing small group discussions and demonstrating strong knowledge of child development as well as family court procedures.
- Conduct intake interviews for custody/access evaluation and/or supervised visitation intake interviews on a rotating schedule.
- Attend mandatory bi-weekly unit meetings.
- Respond to inquiries from the public, court personnel, and attorneys and self-represented litigants.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work the full-time standard Court work schedule of 8:00 a.m. to 5:00 p.m. (Monday through Friday), with flexibility to accommodate evening hours as needed, and maintain a regular, punctual, and reliable level of attendance.
- Ability to work independently.
- Possess high-level interpersonal skills to handle sensitive and confidential situations.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise a high degree of judgment, tact, diplomacy, and competence in dealing with judges, attorneys, court personnel, and the public.
- Ability to handle multiple tasks and at all times maintain a professional demeanor when interacting with court personnel and the public.
- Ability to make decisions based on experience, good judgment, and established policies and procedures.
- Ability to pay attention to detail in composing, typing and proofing materials.
- Ability to develop and maintain collaborative and professional working relationships with colleagues, court personnel and the public.
- Conversational Spanish desirable, but not required.

MINIMUM QUALIFICATIONS

- Master's degree in Social Work and Maryland licensure (LCSW or LGSW), with experience working with families and children.
- Superior writing and interviewing skills and command of the English language essential.
- Knowledge of Microsoft Office applications.
- Excellent organizational and customer service skills.
- Excellent communication skills and an even temperament.
- A valid motor vehicle operator's license is required, as is a personal automobile to travel to home visits as needed (official mileage expenses are reimbursed).

How to apply for employment opportunities in the Administrative Office of the Circuit Court:

1. Please open the [Online Employment Application PDF](#). **Mac users MUST use Adobe to complete the application. The Mac "Preview" application will not transmit your information to us.** The application form requires you to have Adobe Reader version 8 or higher. Go to <http://get.adobe.com/reader/> to download the latest Adobe Reader version.
2. A button marked "Highlight Fields" will be above and to the right of the Application form. Click the button to show fields that can be typed in.
3. Complete all applicable fields by typing or clicking into each one.
4. On the last page of the Application there are two buttons. The **Print** button will allow you to print a copy for yourself. The Save As button will allow you to save the completed application to your computer.
5. Please send an email with the following attachments to adminhr@mcccourt.com: completed application, cover letter, resume, and a writing sample.