



CIRCUIT COURT FOR CECIL COUNTY

POSITION ANNOUNCEMENT

September 22, 2016

SECOND JUDICIAL CIRCUIT: CAROLINE, CECIL, KENT, QUEEN ANNE'S & TALBOT COUNTY, MARYLAND

Position: ADULT & CHILD GUARDIANSHIP LIAISON

Application Deadline: Open Until Filled

Salary: \$35,000 – term of grant (PT-24 hours); Fringe Benefits (FICA and W/C)

Essential Functions: The Guardianship Liaison will monitor and assist guardianship cases with filing, monitoring court-appointed guardians of disabled/incapacitated persons, and monitor the person whom is under guardianship to ensure their needs are being met. The Liaison will meet with the guardian, the person under guardianship and other individuals or agencies that interact with the person under guardianship. The Liaison will assist the guardians to address issues that might be interfering with their ability to fulfill their responsibilities. The Liaison will identify services and resources to help resolve the issues that may cause barriers to the guardian and the person under guardianship. The Liaison will be responsible for administrative duties such as statistical reporting, assisting the court-appointed guardians with annual filings, and reporting to the court any updates as needed.

Education: Master's Degree in Human Services with emphasis on Legal Studies and/or Social Work with an emphasis in elder law, gerontology, and incapacitated children and adults. Juris Doctorate desirable but not required.

Experience: Minimum of five (5) years of professional experience in the area of family and elder law. Have an excellent working knowledge of Family Law Article, Maryland Rules of Procedure, Estates and Trusts Article, Courts and Judicial Proceedings Article, and Annotated Code of Maryland as each applies to guardianships and trusts. Ability to understand and apply Rules of Procedure and relevant statutory provisions within the established guidelines is essential. Experience in working with incapacitated children and adults, facilitating services for this population and have a working knowledge of the agencies that assist guardianship cases.

Skills/Abilities: Ability to work a 24-hour per week work schedule with flexibility to accommodate any necessary early or late hearings and/or meetings held both at the Circuit Court and in the community throughout the 2nd Circuit. Ability to work independently, utilizing high level interpersonal skills to manage sensitive and confidential situations. The applicant must possess an understanding and apply rules of procedure and relevant statutory provisions within established guidelines is essential. 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 make decisions based on experience, good judgment, and established policies and procedures. Excellent organizational skills and customer service are of the highest priority as well as competence and temperament to communicate with the legal community, in-house court personnel, and the general public in a fast-paced environment. Must have computer literacy and word processing capabilities.

Application procedure: Please submit a resume and cover letter to:

Matthew Barrett
Court Administrator
Circuit Court for Cecil County
129 E. Main Street, Room 308
Elkton, MD 21921

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