

# **JOB ANNOUNCEMENT**

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

**POSITION TITLE:** Attorney, Problem Solving Court

**GRADE:** Grade 24 (Attorney II)

**ANNUAL SALARY:** \$53,521 (Full-time, Limited Term Grant-Funded Position, with Health Benefits; Term: July 1, 2016 – June 30, 2017. May be extended based on availability of grant funds.)

**LOCATION:** Problem Solving Court, Circuit Court for Prince George's County, Upper Marlboro, MD

### **TYPICAL DUTIES:**

The incumbent provides the services of a prosecutor for all Circuit Court Problem Solving Courts, which includes Adult Drug Court, Juvenile Drug Court, Re-Entry Court and Veterans Court. Primary functions include evaluating and researching all cases referred to the specialty Courts for consideration of an individual's eligibility to enter a specific Problem Solving Court. This will include the review and consideration of multiple factors such as, criminal screenings, NCIC reports, as well as input from various law enforcement agencies, fellow prosecutors, and program coordinators. Maintain data regarding referrals received, decision reports, case status hearings, outcomes of hearings, participant compliance and any other data required by the specific program(s). Appears for weekly court hearings and pre-court team meetings to present the prosecution's recommendations for continued treatment or sanctions. Maintains integrity of the Problem Solving Court Programs by adhering to established policies and procedures for each program.

### **MINIMUM QUALIFICATION REQUIREMENTS**

Juris Doctorate Degree from an accredited law school and admission to the Maryland State Bar is required. Undergraduate degree in social work, psychology, criminal justice, business management, behavior management, public health, sociology, corrections or related field is preferred. Professional knowledge of civil, criminal, constitutional and administrative laws. Ability to independently conduct legal research and formulate effective legal strategies. Excellent organizational skills and the ability to establish priorities. Ability to plan, organize and present legal positions in a timely manner. Strong Microsoft Word Suite and database skills. Ability to communicate effectively both, orally and in writing. Ability to work independently and exercise a high degree of judgment, tact, diplomacy, and competence when dealing with Judges, Magistrates, attorneys, public officials, citizens, professional personnel and witnesses. Ability to speak Spanish is a plus. Applicants are subject to a background check. A Circuit Court for Prince George's County Employment Application must be submitted for this announcement and is available at <http://princegeorgescourts.org/job.aspx>.

**CLOSING DATE:** Applications must be received by 5:00 p.m. EST on Monday, January 23, 2017.

**APPLY TO:** Director of Human Resources, Court Administrative Office,  
Room M2407, Courthouse, 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.

The Circuit Court for Prince George's County 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.