

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

Personnel Class Specification

**PART-TIME PROBLEM SOLVING COURTS CAREER DEVELOPMENT
SPECIALIST**

DEFINITION OF CLASS

The Problem Solving Courts Career Development Specialist is responsible for assisting Problem Solving Courts participants with the attainment of sustainable employment.

A successful employee in this position is expected to have knowledge of potential employment, apprenticeship, and internship opportunities, in addition to being able to make independent decisions in dealing with the public and employees. 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 Problem Solving Court participants may be under significant stress and ensure that they are treated with dignity and discretion as they obtain court-ordered services.

The incumbent reports to the Problem Solving Courts Coordinator and is responsible to the acting Problem Solving Court Judges and/or Judicial Officers.

This is a grant-funded, half-time, position. Since this is a contractual position, there are no benefits associated with the position. Although the Court plans to pursue funding in future fiscal years, there is currently no guarantee of employment after June 30, 2017.

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.

This job description describes the general nature, level of work, and essential functions being performed by a person in this position. The job description shall not be construed to describe an exhaustive list of all duties that may be performed by such a person. It does not proscribe or restrict additional tasks and assignments that may be required by the Problem Solving Court Coordinator, Judicial Officers, and/or the Court Administrator.

EXAMPLES OF ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Not all tasks will be required for each Problem Solving Court participant; the employee will need to assess each person's life, educational, and professional experiences and structure an individual career development plan accordingly. The same assistance being provided to current program participants will be offered to individuals who have graduated from the program.

Reasonable accommodations will be made in accordance with the applicable law to enable individuals with disabilities to perform the essential functions.

- Work with each participant to develop a realistic plan for the achievement of long-term employment and career goals.
- Monitor and formally track client progress on employment plan and provide updates to the Problem Solving Court team.
- Assist participants with career aptitude testing and discussion of how the results fit into their career development plans.
- Assist participants with resume writing, job searching, and interview skills as appropriate.
- Work with employers (placement agencies, Montgomery County employment resources, community businesses, apprenticeship programs, and corporate partners) willing to hire Problem Solving Court participants, meeting with them regularly to market the program and submit referrals.
- Update and maintain policies and procedures document, guidelines for participants, and marketing brochures and informational packets for distribution to possible partnering organizations and employers.
- Document activities by the name of the individual being assisted, in a computer spreadsheet and/or database.
- Prepare a monthly progress report for the Problem Solving Courts Coordinator documenting successes and challenges with all the above tasks.
- Provide support to the Coordinator and Case Managers as needed.
- Maintain a regular, punctual, and reliable level of attendance.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience administering career aptitude tests and assisting clients on building their resumes and preparing themselves for employment.
- Knowledge of placement agencies, Montgomery County employment resources, community businesses, apprenticeship programs, and corporate partners willing to work with or hire ex-offenders.
- Ability to work independently and have a high level of interpersonal skills to assist and motivate participants from all walks of life.
- Ability to handle sensitive and confidential situations.
- Ability to work a flexible schedule – some days in order to meet with employers as well as evenings at least two nights per week to meet with participants who work during the day.
- Ability to communicate effectively, orally and in writing.
- Ability to exercise a high degree of judgment, tact, diplomacy, discretion, and competence in dealing with judges, attorneys, court personnel, service providers, and Problem Solving Court participants.
- Ability to maintain good long-term working relationships within and outside the Judiciary.
- Knowledge of and ability to apply fundamentals of business English, spelling, grammar, punctuation, and standard office practices and procedures.
- Excellent telephone manner and experience dealing with the public.

MINIMUM QUALIFICATIONS

- B.A. degree in psychology, mental health, human services, social work, business, or related field with a minimum of two years of experience working as an employment specialist, human resources agent, job coach, or case manager.
- Experience providing employment services to diverse populations of patrons ranging in age, educational level, and employment background preferred.

- Clear and concise written and verbal communication skills.
- Ability to effectively communicate with high-risk populations.
- Ability to work evening hours.
- Working knowledge of Microsoft Office applications.
- An equivalent combination of education and experience may be substituted for these minimum requirements.

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@mccourt.com: completed application, cover letter, resume, and a writing sample.