

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

Term Expires June 30, 2017. May be Renewed, Subject to Funding Availability

POSITION TITLE: Case Management Specialist (Full-Time, Contractual, with Full Benefits)

GRADE: Grade 21 (Counselor II)

ANNUAL SALARY: \$47,835.21

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

TYPICAL DUTIES: The incumbent, is responsible for assessing a participant's level of risk to public safety, evaluating the participant's needs and abilities, establishing individual plans for supervision and assisting clients with various community resources. Prepares reports and presents findings in court when required. Ensures all policies and procedures are followed during field urinalysis testing and by offenders utilizing electronic monitoring equipment. Accesses various information in the Prince George's County computer network to enter, retrieve, and interpret information from within the Inmate Accounting System and Criminal Justice System at local, State and Federal levels. Hours may vary, flexible schedule required.

MINIMUM QUALIFICATION REQUIREMENTS

A Bachelor's degree in psychology, social work or closely related field with (4) years of experience in case management-field work or working in an environment dealing with adults in the areas of addiction, treatment, monitoring and/or counseling or a Master's Degree, plus two (2) years of case management-field work or working in an environment dealing with adults in the areas of addiction, treatment, monitoring and/or counseling. Have excellent organizational skills, attention to detail, establish priorities, take initiative, be adaptable, and handle multiple assignments. Communicate effectively both orally and in writing. Knowledge of Microsoft Office Suite required. Ability to establish and maintain effective working relationships and use professionalism, tact, diplomacy and competency in dealings with judges, attorneys, court and professional personnel, public officials, and co-workers. Ability to speak Spanish is a plus. Applicants are subject to background checks. A Circuit Court for Prince George's County Employment Application must be submitted for this announcement and is available at <http://princegeorgescourts.org/jobs.aspx>

CLOSING DATE: Applications must be received by 5:00 p.m. EST on **Monday, October 3, 2016.**

Apply To: Department 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, an employer is required to hire only U.S. Citizens and lawfully authorized alien workers. Applicants who are selected for employment will be required to show and verify authorization to work in the United States.

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