

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Guardianship Liaison

GRADE: G-21 (Administrative Assistant II)

SALARY: \$58,000 (Grant Funded with Full Benefits)

LOCATION: Trust Attorney's Office, Circuit Court for Prince George's County, Upper Marlboro, MD

TYPICAL DUTIES: This incumbent, under the supervision of the Trust Attorney, is responsible for the protection and promotion of interests of disabled and incapacitated adults under the jurisdiction of the court. Serves as general liaison between court and the guardians. Ensures initial training of all guardians appointed by the court as it relates to their duties and responsibilities. Provides community resource information to the guardians and disabled individuals. Makes preliminary inquiry and appropriate investigation of complaints made with the court regarding the service of guardians and submits the results of all investigations to the Trust Attorney. Monitors and tracks reporting requirements of court appointed guardians to ensure compliance. Maintains systems to track and review inventories. Assists the Trust Paralegal with overflow in the review of annual reports, with attention to detail to ensure accuracy and consistency with which assets, income, expenses, and disbursements are managed and, if necessary, requests guardians to provide proper documentation or clarification of items in their annual reports. Performs other tasks and duties within the position classification.

MINIMUM QUALIFICATION REQUIREMENTS

Bachelor's Degree from an accredited college in Accounting, Business/Public Administration, Social Sciences with one (1) year experience in an administrative support position or an Associate's Degree with three (3) years' experience or an equivalent combination of relevant training, education and/or experience will also be accepted. Familiarity with guardianship preferred. Ability to identify problems, provide solutions and work with confidential and/or sensitive data. Ability to perform basic mathematical calculations and analyses. Possess excellent organizational and record keeping skills. Experience with various agency databases and proficiency in Microsoft Office Suite required. Ability to exercise high degree of judgment and interact professionally with and maintain effective working relationships with judges, attorneys, guardians, court and professional personnel, public officials, co-workers and the general public. Ability to speak Spanish is a plus. Applicants are subject to 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 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, applicants 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 provided upon request