Job Announcement

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Opening Date:	March 14, 2013	**Closing Date:**	March 21, 2013
Job Title:	Deputy Program Director - Office of Mediation	**Position Type:**	Regular Full Time
PIN:	069629	**FLSA Status:**	Exempt
Location:	Court of Special Appeals Annapolis, Maryland	**Grade/Entry Salary Range:**	J19 $66,304 - $79,578
		Grade/Salary Range:	J19 $66,304 - $103,864
		Financial Disclosure:	Yes

Regular State employees subject to promotion/demotion policy

Essential Functions: Deputy Director of Mediations' responsibilities are to assist in developing, directing, managing and conducting the daily operations of the Mediation Program in the Court of Special Appeals, including case screening, conducting mediations, telephone settlement conferencing, budget and contract oversight, grant management, mediation training and development, staff supervision, data/statistics generating and tracking. The Deputy Director works closely with the Administrative Office of the Courts in managing the budget and grants. The Deputy Director is the first line of contact for all mediation support staff. The Deputy Director maintains relationships with Judges of the Court of Special Appeals, and retired, recalled Judges from the Court of Appeals, Court of Special Appeals, and Circuit Courts, and develops advanced mediation training for the judge-mediators. The Deputy Director is also involved in establishing and maintaining relationships with the general public, the Maryland Bar, and the national mediation community, including other appellate mediation programs across the country. In generating raw data, qualitative and quantitative information, it is the Deputy Director's responsibility to collect and analyze the raw data in order to make recommendations to the Director of Mediation and the Chief Judge with regard to developing, improving, and sustaining a successful mediation program. The incumbent supervises staff attorney(s) and clerical staff assigned by the Chief Judge of the Court of Special Appeals to the Mediation Program. The Deputy Director also recruits and manages interns and volunteer staff, and coordinates and implements public relations tools including web content and brochures. Because this is a new office in the Maryland Court of Special Appeals, there is a need for initiative, ingenuity, and resourcefulness on the part of the Deputy Director in developing this new program. The Deputy acts in the capacity of Director when the Director is not available. Performs other duties as assigned.

Education: Juris Doctor Degree

Experience: Five years of related work experience in a legal setting to include three years of legal practice and two years of mediation experience.

Preferred: Advanced Mediation/Alternative Dispute Resolution (ADR) training preferred. Prior work experience on the appellate level desired.

Notes: Must be a member in good standing with the Maryland Bar. Must have mediation certification (40 hours).

Skills/Abilities: Knowledge of Maryland civil and appellate procedure. Experience and skill in general litigation, mediation, negotiations, and other forms of alternative dispute resolution. Skilled in areas of management, interpersonal relationships, analytical thinking, problem solving, and persuasive communication. Ability to implement collaborative processes and the ability to facilitate settlements through mediation and other approaches. Skill and ability to work collaboratively with judges and court staff. Leadership skills, ability, and experience in motivating, coaching, and supervising staff and program collaborators. Experience in program management and the ability to develop and maintain a program budget; specific experience with court programs and administration is beneficial. Experience with grant writing, tracking, and reporting. Ability to develop and execute mediation skills training. Outstanding written and oral communication skills, negotiation and diplomacy (interpersonal) skills, collaborative problem-solving skills, group facilitation skills, dynamic presentation and public speaking skills and abilities. Ability to set priorities, manage multiple projects simultaneously and be a self-starter. Ability to coordinate with, advise, and be involved in the training of high-level officials and judges on settlement strategies and negotiation tactics. Ability to work independently, requiring initiative and the ability to complete quality work with minimal supervision. Ability to prioritize work flow effectively to meet established organizational goals, objectives, and deadlines. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary Employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN and location. Materials must be received in the Human Resources office at the address or email address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.