



*COUNTY COMMISSIONERS OF  
CAROLINE COUNTY  
OFFICE OF HUMAN RESOURCES*

*602 Crystal Avenue  
DENTON, MARYLAND 21629  
410-479-4105 FAX 410-479-4023*

Sherry A. Bratton, Director of Human Resources  
Amy L. Hubbard, Personnel & Benefits Coordinator  
Audrey L. Jenkins, Payroll Specialist  
Shayla McLaurin, Human Resources Specialist

**POSITION VACANCY**

**FAMILY SERVICES CASE MANAGER (Non-Clinical)  
Circuit Court for Caroline County, Maryland**

**Position Type:** Full Time/Grant-Funded/Not Classified  
**Employee Type:** Caroline County Government, Circuit Court Employee  
**Employment Location:** Circuit Court for Caroline County, Denton, MD  
**Schedule:** 40 hours per week  
**Salary:** \$24.00/hour – Benefits included  
**Closing Date:** **Open Until Filled**

**GENERAL DEFINITION OF WORK**

This is a full-time grant funded position of forty (40) hours per week with full County benefits. Responsible for providing varied legal clerical support to the Administrative Judge and Family Law Magistrate.

This position answers directly to the Family Support Services Coordinator.

**EXAMPLES OF ESSENTIAL TASKS:**

These are intended only as illustrations of various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

- Preliminary case evaluation, routing of cases to Judge or Family Magistrate for review as necessary.
- Prescreening of cases for domestic violence issues to determine suitability for mediation.
- Proof and edit draft Orders to ensure accuracy of grammar, spelling, punctuation and format.
- Drafting of basic Orders from divorce or custody cases.

- Prescreen cases on Court's Family Law Docket to determine outstanding issues and whether previously ordered services have been completed.
- Review court pleadings filed in cases and tasks to determine which matters require immediate review by the Judge or Family Magistrate
- Service as backup to the Court Recorder for family hearings.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Proficient with Microsoft Office products (Outlook, Word, Excel, Teams).
- Proficient word-processing skills sufficient to produce an accurate, correctly formatted document in a reasonable time.
- Communication skills necessary to promote a professional, personable relationship with co-workers and the general public.
- Organization skills and the ability to perform work independently.
- Ability to create and complete complex forms and tables.
- Confidentiality regarding court cases.

**EDUCATION AND EXPERIENCE:**

High school degree or equivalent as a minimum requirement; some college background beneficial. Preferred Experience includes courses in domestic legal secretarial studies or paralegal studies; one year prior experience as a legal secretary, assistant, or paralegal. Knowledge of Maryland Case Time Standards, Maryland Rules, the Annotated Code of Maryland,, Odyssey (MDEC) is highly desirable. Training in use of a personal computer and Microsoft Office suite of products, as well as Zoom for Government. Experience working in a professional office environment performing responsible secretarial and clerical support work.

A comparable amount of training and experience may be substituted for minimum qualifications.

**PHYSICAL REQUIREMENTS:**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical ability to effectively use and operate various items of office related equipment. No significant standing, walking, moving, climbing, carrying, bending, keeling, crawling, reaching, handling, pushing, and pulling.

**Conditions of Employment:** A criminal background check and drug screening may be required before the successful applicant is hired. Must adhere to the policy on a drug free workplace. The employer reserves the right to reject any or all applicants, re-advertise and/or withdraw the position. Applicants must be United States citizens or eligible to work in the United States. This position is subject to the personnel policies and procedures set-forth in the Handbook of Governing Rules and Regulations for Caroline County as well as the Maryland Judiciary policies.

**At Will Employment:** Caroline County employees are at-will employees and serve at the discretion of the Administrative Judge, Magistrate and Court Administrator. This means that

either an employee, or the Court, may terminate the employee relationship at any time, with or without cause. There are no contractual relationships between the Circuit Court and an employee. Letters, benefit or policy statements, performance evaluations, handbooks, or other employee communications should not be interpreted as a contractual relationship. The at-will relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents.

**Benefits:** Paid leave consisting of State Observed Holidays, Vacation, Sick, and Personal. Also medical, prescription, dental and vision health insurance offered to the employee only.

**EEO Employer:** The Circuit Court for Caroline County is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or Federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation only when notified of the offer to be interviewed.

**To Apply:** Apply online at <https://www.governmentjobs.com/careers/carolinemd>. Reach out to the Office of Human Resources with questions via email at [hrposting@carolinemd.org](mailto:hrposting@carolinemd.org) or by phone at 410-479-4105.

**Required Documents Include:**

- (1) Cover letter stating reason for interest in the position. Please include how your skills, education and training qualify you for this position.
- (2) Resume (it must include the month and year of each employment/ education/ training).

Only those whose **complete** packet is received and meet or exceed the minimum qualifications will be considered for an interview.