

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

Position Type: Part-Time/Grant-Funded/Not Classified
Employee Type: Dorchester County Government, Circuit Court Employee
Employment Location: Circuit Court for Dorchester County, Cambridge, MD
Schedule: 20 hours per week
Salary: \$25.00/per hour; No Benefits Available
Closing Date: **July 26, 2024**

GENERAL DEFINITION OF WORK

This is a part-time grant funded position of twenty (20) hours per week with no benefits. Preferred schedule of 4 to 5 days per week with a set schedule. Responsible for providing varied legal clerical support to the Family Services Coordinator. This position answers directly to the Family 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.

- Receive and respond promptly to daily incoming correspondence and phone calls;
- Respond to inquiries by the general public, including assisting the general public in completion of forms;
- Monitor compliance with ordered services and follow up with parties and providers if compliance not achieved;
- Ensure that Family Law Self Help Center and Courtrooms are stocked with appropriate supplies;
- Assist Family Services Coordinator with any other tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficient with Microsoft Office products (Outlook, Word, Excel, PowerPoint, 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. Training in use of a personal computer and Microsoft Office suite of products. 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, kneeling, crawling, reaching, handling, pushing, and pulling.

SPECIAL REQUIREMENTS:

Expected Start Date of September 3, 2024 or shortly thereafter.

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 Dorchester County as well as the Maryland Judiciary policies.

At Will Employment: Dorchester 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.

EEO Employer: The Circuit Court for Dorchester 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: The following must be received by: Missy Gallagher, Court Administrator via email: missy.gallagher@mdcourts.gov before midnight on July 26, 2024:

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

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