

## Circuit Court for Baltimore City Director of Civil ADR

Under the direction of the Alternative Dispute Resolution (“ADR”) Supervisory Judge, the Program Director position oversees the Civil ADR Program, which includes civil non-domestic mediation, settlement conferences, and the continued development of an early neutral evaluation program. The Director supervises a Deputy Director whose primary function is to oversee and conduct pretrial settlement conferences and conduct mediations from active judges and civil magistrates.

### **Essential Functions:**

- All grant-related applications, reports, budgets, correspondence, and participation in activities sponsored by the Maryland Judiciary’s Mediation and Conflict Resolution Office (MACRO);
- Monitor and enforce procedural compliance with ADR statutes and court orders;
- Refer cases to court-ordered mediation, track outcome results, and utilization rates;
- Provide direct services (mediation and settlement conferences);
- Develop, implement and assess an early neutral evaluation program, including the design and execution of a training program for neutrals (recall judges), case selection, issuance of orders and instructions, coordination with counsel and recall judges, quality assurance monitoring, data gathering and tracking, summarize jury trial valuations, and conduct control studies;
- Foster greater communication and coordination with Differentiated Case Management and other parts of the civil division to implement proposed programmatic changes;
- Review user feedback data analysis and survey responses with MACRO;
- Assess evaluations of neutrals and ADR processes and provide feedback to court-appointed neutrals as needed;
- Review ADR-related literature for practice and program trends, issues, and potential solutions;
- Strengthen internal program administration by drafting and enforcing protocols for the appointment and retention of neutrals, program operation, and practice notes;
- Manage rosters of court-appointed neutrals (recruitment and removals), including the development and presentation of continuing educational programs to all court-appointed neutrals and the broader legal and ADR communities that are relevant to our programs and not available elsewhere;
- Represent the court in larger ADR and legal communities such as the American Bar Association, Maryland State Bar Association, and the Bar Association of Baltimore City and engage in important initiatives that seek to promote the court’s ADR programs;
- Manage the Deputy Director;
- Administer office correspondence; and
- Attend all in-house meetings with judges and administrative staff.

**Qualifications and Required Skills:**

- Juris Doctorate degree;
- Member in good-standing of the Maryland Bar;
- 40 hours of basic mediation training;
- Demonstrated ADR experience;
- Working knowledge of standard computer database programs;
- Strong communication and networking abilities; and
- Self-starter requiring little supervision.

This is a full time position with benefits and a starting salary of \$75,000.00.

This position will be open **until filled**. Please send a resume and letter of interest to:

Ms. Kathe Hammond, Human Resource Officer  
Circuit Court for Baltimore City  
111 N. Calvert Street, Room 244  
Baltimore, Maryland 21202  
[Kathe.Hammond@mdcourts.gov](mailto:Kathe.Hammond@mdcourts.gov)  
Fax: 410-396-1545  
\*\*No phone calls please

The Circuit Court for Baltimore City is an Equal Opportunity Employer.

**The Circuit Court is committed to maintaining an Alcohol & Drug Free Work Environment.**