

JOB ANNOUNCEMENT

PRINCE GEORGE'S COUNTY CIRCUIT COURT

TITLE: Family Scheduling Team Leader, Office of Calendar Management

GRADE: G-18 (Administrative Assistant I)

SALARY: \$55,000 - \$70,000 (Negotiable, based on education and work experience.)

LOCATION: Office of Calendar Management, Circuit Court, Upper Marlboro, MD

DUTIES AND RESPONSIBILITIES: The candidate, under the supervision of the Director of the Office of Calendar Management, is responsible for overseeing the daily courtroom Family Case Assignments for Judges and Magistrates. This is a first-level supervisory position that ensures assigned staff to the Family section within Calendar Management maintain accurate and timely scheduling of cases for Family Court Dockets. Duties include but are not limited to: providing management with recommendations for enhanced business processes (to include technology); evaluating the work of staff to ensure accuracy, timeliness and quality review; training of new hires; providing and reviewing statistical data regarding Family proceedings in compliance with the Courts' DCM plan; preparing, drafting, and clearing calendar dates for scheduling of cases; updating calendars based upon the scheduling of continuances, hearings, and courtroom dispositions; preparing courtroom dispositions; updating the Courts' case management database; inputting data; reviewing case files; handling telephone inquiries; providing back-up to other Team Leaders in their absences. Performs other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

Associates degree in Liberal Arts, Social Sciences, Public or Business Administration or similar field, plus at least one (1) year of supervisory experience; or an equivalent combination of education and experience. Knowledge of modern office practices, procedures and methods. Knowledge of Affiliated Computer Services (ACS) and Court Application Portal (CAP) systems (preferred) or management database experience (required). Ability to analyze, interpret and submit oral and written reports on research findings. Ability to multi-task, establish priorities, take initiative, and be adaptable. Ability to use professionalism, tact and diplomacy with all court stakeholders and public officials. Knowledge of Microsoft Office Suite is required. Court experience is a plus. Ability to speak Spanish is a plus. Applicants are subject to background checks.

ADDITIONAL REQUIRED INFORMATION: A Circuit Court for Prince George's County Employment Application and Supplemental Questionnaire must be submitted for this announcement. Employment Applications are available at <http://princegeorgescourts.org/jobs.aspx>.

ASSESSMENT: Applicants must pass administered applicable testing for this position.

CLOSING DATE: Applications must be received by **5 p.m. EST on Wednesday, June 19, 2019.**

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.

The 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. Applicants may obtain a copy of the Circuit Court for Prince George's County EEOP Utilization Report upon request.

Reasonable accommodations upon request.

Family Scheduling Team Leader - Supplemental Questionnaire

1. Which of the following best describes your level of completed education?

- a. High School or G.E.D.
- b. Associates degree
- c. Bachelor's degree

2. Please select your field of study.

- a. Liberal Arts
- b. Social Sciences
- c. Public Administration
- d. Business Administration
- e. Please specify _____

3. Do you have at least one (1) year of supervisory experience?

- a. Yes
- b. No

4. If you responded "Yes" to question #3, please describe in detail your supervisory experience and include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/A".

5. Do you have any of the following experience? **Please circle all that apply.**

- a. Reviewing case files
- b. Maintaining and preparing schedules
- c. Researching statistical data
- d. Using automated systems

6. Please describe in detail how you achieved working knowledge of the skills listed in question #5 and include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/A".