

**Circuit Court for Howard County
Position Announcement**

Job Title: Guardianship Assistant/Case Manager

Position Type: Part-time, 24 hrs./wk. Grant Funded

Opening Date: August 5, 2019

Closing Date: August 30, 2019

Grade/Salary Range: I \$23.56 – 25.80/per hour

Starting salary commensurate with education and experience.

This position will assist in the management and review of guardianship cases, monitoring from initial case filing to termination. The position also serves as the liaison between the court and guardians. Ability to perform basic mathematical calculations and analyses is essential. The incumbent will report to the Deputy Court Administrator.

Essential Functions:

- Track all filings for Guardianship cases (person and property) to ensure cases are resolved in a timely manner.
- Review the initial accounting and yearly reporting requirements of court appointed guardians to ensure compliance.
- Review and identify problems in annual reports (fiduciary and guardian of the person) to ensure accuracy and consistency.
- Issue notices of corrective actions needed, track responses and set in hearings for insufficient filings or non-responsive parties.
- Draft Court Orders.
- Provide assistance in the courtroom as needed by judge.
- Coordinate logistics of all Family Law Guardianship Trainings, including parties invited, instructors, space, schedules, presentation materials, etc. and assist in the scheduling of meetings on guardianship issues.
- Answer procedural and status questions from the public.
- Compile quarterly statistical data for reporting to the State of Maryland and additional reports as required by the Court and the State.
- Engage in monthly conference calls for statewide guardianship liaisons.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Working knowledge of Windows based applications, including Word and Excel.
- Ability to calculate figures and amounts such as percentages. Ability to perform basic statistical analysis.
- Ability to collect data, identify problems, provide solutions and work with confidential and/or sensitive data.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to exercise high degree of judgment and interact professionally with and maintain effective working relationships with judges, attorneys, guardians, court and professional personnel, public officials, co-workers and the public.
- Understanding of State and County court structure.
- Possess excellent organizational and record keeping skills, as well as strong verbal and written communication skills.
- Comfort with multi-tasking and working under time constraints.
- Accuracy and attention to detail are required.

Experience: Experience in a court setting preferred. Requires the ability to work in Windows 365, and after training, all aspects of MDEC/Odyssey case management system.

Education: Bachelor's Degree from an accredited college in Accounting, Business/Public Administration, Social Sciences with one (1) year experience in an administrative support position or an Associate Degree with three (3) years' experience or an equivalent combination of relevant training, education and/or experience will also be accepted.

Please submit a resume, salary history and references (e-mail preferred) stating the position title by 4:30 pm on the closing date to:

Deidre Barksdale
Circuit Court for Howard County
8360 Court Avenue
Ellicott City, MD 21043
dbarksdale@howardcountymd.gov

The Circuit Court for Howard County is a drug-free workplace and an equal opportunity employer and values 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 may request such assistance in advance of an interview. The candidate selected for this position will be subject to a background check and must be a US citizen or eligible to work in the US. A criminal background check will be done prior to hiring of individual.