

## **Circuit Court for Baltimore City Associate Administrator – Juvenile Division**

The Circuit Court for Baltimore City is seeking an Associate Administrator to manage the Juvenile Division. The incumbent will report to the Court Administrator.

### **ESSENTIAL FUNCTIONS:**

- Manages personnel and operations to ensure efficient and effective delivery of services consistent with the goals, objectives, policies, and procedures of the division.
- Assists in the development and implementation of policies and procedures to enhance program efficiency and overall court performance.
- Analyzes and evaluates daily court dockets and pending caseloads for all case types (i.e., Delinquency, Children in Need of Assistance, Termination of Parental Rights and Adoptions), and establishes and implements recommendations for effective calendar management.
- Performs case flow assessments to determine rate of compliance in the disposition of cases in accordance with statutory requirements, and the Court's Differentiated Case Management Plan.
- Manages computerized case management and information system.
- Devises strategic plans, statistical analyses, monthly, quarterly, and annual reports.
- Prepares and administers program or operation budgets, develops budget recommendations, and monitors budget expenditures.
- Reviews and approves timesheets, expense statements, and invoices in accordance with established procedures.
- Oversees office facilities, equipment maintenance, and renovations.
- Provides recommendations to the Judge-In-Charge of the Juvenile Division regarding policy issues, programs, and projects to meet operational needs.
- Works on special projects and performs related work and other administrative duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Comprehensive administrative knowledge of standard office practices, procedures, and equipment.
- Knowledge of computer terminology to include hardware and software capabilities.
- Knowledge of data processing application in either an AS/400, or other appropriate operating system environment as related to the administration of court management information and case tracking systems.
- Knowledge of laws, court procedures, legal instruments, and documents as related to the Juvenile Court.
- Knowledge of court management best practices.
- Knowledge of court security procedures and practices.
- Knowledge of organizational structure and administrative controls.
- Knowledge of case management and calendaring.
- Ability to research and prepare statistical reports and maintain corresponding records.
- Ability to research and locate laws governing the activities of the Juvenile Court.
- Ability to plan, organize, train, direct, supervise, and evaluate the work of subordinate departmental personnel.
- Ability to develop long-term goals and objectives and to evaluate work accomplishments.
- Ability to analyze a variety of complex administrative problems and develop solutions.
- Ability to deal with and maintain confidentiality of sensitive information and issues.
- Ability to communicate ideas and complex information clearly, concisely, and effectively both orally and in writing.
- Ability to handle multiple tasks simultaneously.
- Ability to establish and maintain effective working relationships with departmental personnel, Judges, Magistrates, attorneys, other court officials, city-state-federal officials, and the general public.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

Bachelor's Degree from an accredited college or university with a major in Business Administration, Public Administration, Criminal Justice, or related field with experience in Management Information Systems. Post graduate study, Institute of Court Management Certification (ICM), or other recognized professional certification in computerized information systems, behavior science, and personnel management.

A minimum of three (3) years of progressively responsible professional experience in juvenile court administration, including four (4) years of supervisory experience at the senior management level.

**COMPENSATION:**

This is a full-time permanent position with benefits. The annual salary range is \$68,562 - \$89,058.

**TO APPLY:**

Please submit a cover letter and resume by close of business on October 15, 2019 to:

Ms. Jacqueline Hale  
Human Resources Department  
Circuit Court for Baltimore City  
111 N. Calvert Street, Room 244  
Baltimore, Maryland 21202  
jacqueline.hale@mdcourts.gov  
[www.baltimorecity.gov](http://www.baltimorecity.gov)  
TTY 396-4930

**\*\*No phone calls please\*\***

**A Criminal Background Check and Alcohol & Drug screening will be conducted as a condition of employment.**

***AN EQUAL OPPORTUNITY EMPLOYER***