

# **JOB ANNOUNCEMENT**

## **CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY**

**POSITION TITLE:** Veterans Court Mentor/Liaison (1000 Hours a Year Grant-Funded Contractual Position, No Benefits) **THE CANDIDATE MUST WORK A MINIMUM OF TWO DAYS PER WEEK AND BE FLEXIBLE TO WORK ADDITIONAL DAYS DURING THE WEEK, IF NEEDED.**

**GRADE:** G-21, (Administrative Assistant II)

**Hourly Rate:** \$15.60

**LOCATION:** Problem Solving Courts, Circuit Court for Prince George's County, Upper Marlboro, MD

**TYPICAL DUTIES:** The candidate, under the supervision of the Veterans Court Coordinator is responsible for enlisting volunteers that have served or are currently serving in the military to provide support as mentors to Veterans Court participants. Duties include but are not limited to: conducting monthly orientation classes to all mentors; attending scheduled Court sessions; participating and leading mentoring sessions; assisting Veterans with accessing and navigating the Veterans Affairs system; maintaining the privacy and confidentiality of all records and sessions; working with stakeholders to coordinate services/compliance within the courthouse; preparing reports and presentations for Court hearings. Performs other duties as assigned.

### **MINIMUM QUALIFICATION REQUIREMENTS**

Bachelor's degree in one of the social science degree programs, plus one (1) year of experience in mentoring or counseling; or an equivalent combination of education and experience. Must have served in the military and received an honorable discharge. Must be able to communicate effectively both orally and in writing. Ability to work independently and as part of a team. Ability to exercise a high degree of judgment, tact, diplomacy, and competence when dealing with judges, attorneys, court public officials, colleagues and the public. Ability to speak Spanish is a plus. Applicants are subject to a background check.

### **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>.

### **CLOSING DATE:**

**Applications must be received by 5 p.m. EST on Friday, July 5, 2019.**

**APPLY TO:** Department of Human Resources, Court Administrative Office  
Room M2407, Courthouse, Upper Marlboro, MD 20772  
FAX (301) 952-4447 E-Mail: [Humanresources@co.pg.md.us](mailto: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.

Prince George's County Circuit Court 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 accommodation upon request.**

## Veterans Court Mentor/Liaison - Supplemental Questionnaire

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

- a. Master's degree
- b. Bachelor's degree
- c. Associate degree
- d. High School or G.E.D.

2. Please indicate your field of study.

- a. Public Administration
- b. Business Administration
- c. Sociology
- d. Other Please Specify: \_\_\_\_\_

3. How many years of experience do you have with mentoring or counseling?

- a. I do not have any experience in mentoring or counseling?
- b. Less than one (1) year
- c. One (1) year or more

4. Describe in detail your experience in accessing and navigating through the Veterans Affairs system. Please do not type "See Resume". If no experience, enter "N/A".