

Class Code: 007404
Grade: 35 (Exempt)
General Salary Schedule: \$99,519 - \$157,196
Closing Date: December 10, 2018

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

Personnel Class Specification

ASSIGNMENT COMMISSIONER – ASSIGNMENT OFFICE

DEFINITION OF CLASS

The Assignment Commissioner for the Assignment Office is responsible for the preparation of all judicial assignments in the Circuit Court for Montgomery County. The Assignment Commissioner supervises employees of the Assignment Office and maintains a master calendar of daily assignments for twenty-four (24) Judges and five (5) Family Division Magistrates. The incumbent reports directly to the Court Administrator and is ultimately responsible to the Administrative Judge.

This highly responsible position demands the exercise of case-related discretion, within guidelines established by the Court and is charged with providing continuity in the disposition of Civil, Criminal, Family and Juvenile cases. The employee appointed to this position is expected to have a thorough knowledge of Court organization, office practices, and make independent decisions in dealing with judicial officials, the public and employees. Information obtained in the course of the performance of these duties may be confidential or private in nature. The employee in this position must recognize that visitors to the Court may be under significant stress and ensure that they are treated with dignity and discretion as they obtain court-ordered services.

This position is a non-merit position with the Circuit Court for Montgomery County. Selection and appointment is made by the Circuit Court for Montgomery County pursuant to Section 2-501 of the Courts Judicial Proceedings Article of the Annotated Code of Maryland.

Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that either an employee, or the court, may terminate the employee relationship at any time, with or without cause. There are no contractual relationships between the Circuit Court and an employee; letters, benefit or policy statements, performance evaluation, handbooks, or other employee communications should not be interpreted as such. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents.

EXAMPLES OF ESSENTIAL FUNCTIONS

To be successful, the employee in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. This job description reflects management's assignment of essential functions. It is not an exhaustive list of responsibilities and does not prescribe or restrict various additional diversified tasks and assignments that may be required by Judicial Officers and/or the Court Administrator.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Directly supervise employees of the Assignment Office and carry out supervisory responsibilities in accordance with the Court's business practices and policies including, but not limited to, training employees and participating in the hiring process; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Attend and participate in meetings to discuss various court-related issues including, but not limited to, differentiated case management/quality control, procedural changes, scheduling systems and employee issues.
- Prepare, review and approve all schedules for Judges and Magistrates of the Circuit Court.
- Schedule, maintain and prepare daily assignments for all civil, criminal, family and juvenile cases.
- Allocate judicial resources to ensure an efficient and effective trial assignment by assigning or transferring cases to available Judges.
- Maintain and coordinate Judges' and Family Division Magistrates' schedules and leave requests.
- Maintain and coordinate schedules for senior Judges.
- Extensive communication with attorneys, Judges and Family Division Magistrates regarding trial/hearing dates and the duration of said trials/hearings and other issues to be heard.
- Coordinate daily with the Jury Commissioner's Office and Administrative Judge regarding the number of trials and Judge availability.

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- Work closely with the Differentiated Case Management (DCM) Coordinator to coordinate and implement new and revised procedures to the DCM plan.
- Oversee differentiated case management system to efficiently manage court resources by classifying and tracking cases at the time of filing and throughout the trial process.
- Prepare orientation schedules for new Judges, new Family Division Magistrates and Judges Rotating to new assignments.
- Oversee and review the scheduling of sentence review and in banc panels.
- Organize and present effective training programs and staff meetings.
- Maintain daily contact with the Clerk's office personnel and judicial staff as to the assignment of cases and various court procedures.
- Prepare, review and approve employee appraisals and performance standards.
- Allocate coverage of desk assignments, ability to correctly interpret and apply court and assignment office policies and procedures.
- Establish and maintain cooperative working relationships and to effectively communicate with Judges, court staff, attorneys and the public.
- Maintain self-control under stressful conditions, including the ability to effectively communicate with upset, angry or frustrated individuals.
- Monitor and manage the To Be Assigned docket to ensure cases are assigned within a reasonable time frame.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work the full-time standard Court work schedule of 8:00 a.m. to 5:00 p.m. (Monday through Friday) with flexibility to accommodate any necessary early or late meetings.
- Ability to manage an office, supervise staff, provide work direction to and delegate tasks.
- Maintain a regular, punctual and reliable level of attendance.
- Ability to work independently and have high level interpersonal skills to handle sensitive and confidential situations.

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- Ability to communicate effectively, orally and written, and exercise a high degree of judgment, tact, diplomacy and competence in dealing with Judges, attorneys, court personnel and the public.
- Ability to prepare and maintain work-related, including computer generated, records.
- Ability to investigate and draft correspondence in response to inquiries or complaints received from the public.
- Ability to identify and solve problems, including analyzing, evaluating, developing and implementing policies, procedures and programs designed to provide maximum efficiency at minimum cost.
- Ability to prepare concise and comprehensive reports, both orally and in writing.
- Ability to attend meetings, serve on committees or perform other assignments at locations inside or outside the Court.
- Ability to prepare presentations and speak to court personnel and the public.
- Ability to handle multiple tasks and maintain a professional demeanor when dealing with court personnel and the public at all times.
- Ability to make decisions based on experience, good judgment, and established policies and procedures.
- Ability to pay attention to detail in composing, typing and proofing materials; set priorities and simultaneously process multiple duties and responsibilities.
- Excellent telephone manner and experience dealing with the public.
- Conversational Spanish desirable but not required.
- Ability to lift and transport stacks of court files to perform the essential functions of this position.
- Ability to develop and maintain collaborative and professional working relationships with court personnel and the public.

MINIMUM QUALIFICATIONS

- B.S. or B.A. degree in public or court administration from an accredited university with three years of court experience.
- Five years of progressively responsible or professional experience in organizational management/development and human resources management in the areas of staffing, recruitment, and employee training and development, for a mid-size organization.
- Excellent organizational skills and customer service are of the highest priority as well as competence and temperament to communicate with the legal community, in-house court personnel and the general public in a fast-paced environment.
- Excellent oral communication skills, an even temperament and culturally competent interpersonal skills are high priority considerations for this position.
- The applicant must have extensive experience and an in depth understanding of the operations of a court system of general jurisdiction.
- Ability to apply statutory requirements and possess working knowledge of the Maryland Rules of Procedure is mandatory.
- An equivalent combination of education and experience may be substituted with seven years of court and/or legal experience.

Steps to apply for employment opportunities within Court Administration:

1. [Download the Employment Application](#). (PDF)

NOTE: The application form requires you to have Adobe Reader version 8 or higher. Visit the [Adobe Acrobat website](#) to download the latest Adobe Reader version for free.

2. Complete the application in its entirety. Your application may be rejected if information is missing.
3. Be sure to save your application to your local computer early and often.
4. Once you are finished, email the completed application, cover letter, resume, and writing sample to adminhr@mcccourt.com.