

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Bi-Lingual Intake Specialist (**Grant Funded Position**)

GRADE: G-21 (Administrative Assistant II)

HOURLY RATE: \$25.24

LOCATION: Prince George's County Family Justice Center (PGCFJC), Circuit Court for Prince George's County, Upper Marlboro, MD

TYPICAL DUTIES: The incumbent, under the supervision of the Director of Family Justice Center, will provide advocacy-based support and services to English and non-English speaking Latina survivors of domestic violence, sexual assault, human trafficking, and/or elder abuse. Primary responsibilities to include but are not limited: conducts client intakes, assessments and safety plans; reviews all available services with clients; links clients to partners for selected services; generates required forms; maintains reports and any other documents; enters requisite data into PGCFJC client database; presents reports for the Director of Family Justice Center, Court Administration, committee meetings, and community outreach. Works as a team member with other partners co-located in the PGCFJC. Performs other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

Must be fluent in Spanish. Bachelor's Degree in Business Administration or one of the Social Sciences plus three (3) years of experience in domestic violence, sexual assault, human trafficking, and/or elder abuse, or an equivalent combination of education and experience. Possess outstanding customer service skills. Must be organized, efficient, and detail oriented. Interest in working with a targeted population. Must be proficient in Microsoft Office Suite and able to operate various database systems. Ability to exercise a high degree of judgment, demonstrate diplomacy and exemplify competence interacting with judges, magistrates, attorneys, public officials, litigants, co-workers and the public. Applicants are subject to background check.

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/job.aspx>.

CLOSING DATE: Applications must be received by 5 p.m. EST on Wednesday, October 31, 2018.

APPLY TO: The 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

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 EEO Utilization Report upon request.

Reasonable accommodation upon request.

Bi-Lingual Intake Specialist - Supplemental Questionnaire

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

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

2. Please select your field of study.

- a. Business Administration
- b. Social Sciences Please Specify: _____
- c. Other Please Specify: _____

3. How many years of experience working in domestic violence, sexual assault, human trafficking, and/or elder abuse do you possess?

- a. I do not have any experience working in domestic violence, sexual assault, human trafficking, and or elder abuse
- b. Less than 3 years
- c. 3 years or more

4. Describe in detail your experience working in domestic violence, sexual assault, human trafficking, and or elder abuse 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 speak Spanish?

- a. Yes b. No

6. If you responded "Yes" to question #5, please describe in detail your level of proficiency speaking and reading Spanish.

7. Do you have experience managing sensitive, controversial, and confidential work assignments?

- a. Yes b. No

8. If you responded "Yes" to question #7, please describe in detail where you obtained your experience with managing sensitive, controversial, and confidential work assignments. Include the name of the employer(s) where you gained this experience. Please do not type "See Resume". If no experience, enter "N/A".