

**Circuit Court for Howard County  
Position Announcement**

**Job Title:** Guardianship Assistant/Case Manager      **Position Type:** Part-time, 24 hrs./wk. Grant Funded

**Opening Date:** October 15, 2018

**Closing Date:** November 2, 2018

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

**Starting salary commensurate with education and experience.**

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**This position will assist in the management of guardianship cases, monitoring from initial case filing to termination. The incumbent will report to the Deputy Court Administrator.**

**Essential Functions:**

- Review for sufficiency all new case filings for Guardianship of Adults and Minors', person and property.
- Review the initial accounting and yearly accountings in all guardianship of the property cases.
- Draft Court Orders.
- Provide assistance in the courtroom as needed by judge.
- Issue notices of corrective actions needed, track responses and set in hearings for insufficient filings or non-responsive parties.
- Track all pending guardianship cases to ensure cases are resolved in a timely manner.
- Track all cases in which guardianships are granted to monitor compliance with mandated filings.
- Coordinate logistics of all Family Law Guardianship Trainings, including parties invited, instructors, space, schedules, presentation materials, etc.
- Assist in the scheduling of meetings on guardianship issues.
- Answer procedural and status questions from the public.
- Assist in the management of guardianship cases.
- Prepare reports as required by the Court and the State.
- 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 and draw valid conclusions;
- Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from supervisors, customers, and the general public.
- Knowledge of the principles of calendar management;
- Understanding of State and County court structure;
- 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 Excel, Word and after training, all aspects of MDEC/Odyssey and Windows 365.

**Education:** Undergraduate degree preferred with concentration in relevant course of studies such as paralegal, public administration, or related legal field. (Experience and relevant college courses may be substituted for an undergraduate degree).

**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](mailto: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.