

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

Personnel Class Specification

PERMANENCY PLANNING LIAISON

DEFINITION OF CLASS

The Permanency Planning Liaison provides case management of permanency issues in juvenile matters, including ensuring compliance with federal requirements under the Adoption and Safe Families Act. The liaison monitors permanency issues and compliance with statutorily mandates findings and time standards in both Montgomery County and Frederick County Circuit Courts, splitting time between the jurisdictions on a 60 percent Montgomery 40 percent Frederick basis.

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 juvenile cases. The Permanency Planning Liaison will regularly and periodically inform the Circuit Administrative Judge, Court Administrator, Family Division Coordinator, Associate Judges and Magistrates of the status of pending cases and alert them to any problems involving juvenile case flow.

The Permanency Planning Liaison reports directly to the Montgomery County Circuit Court Supervising Case Manager and is ultimately responsible to the Montgomery County Circuit Court Family Division Coordinator and Court Administrators of Montgomery and Frederick County Circuit Courts.

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 Court Administrators for Montgomery and Frederick County.

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

- Monitor cases that come into the local juvenile court and assist in ensuring that the children who find themselves before the court are provided permanency in a timely manner pursuant to statutory mandates. The Permanency Planning Liaison would monitor whether statutory time frames are met and whether appropriate services are available.
- Situated within the local courts, this individual would work with the Family Judge in Charge, Administrative Judge, Judges assigned to handle juvenile causes, Magistrates, the Family Division Coordinator and the Foster Care Court Improvement Project to identify systemic issues and implement best practices, including those identified by the National Council of Juvenile and Family Court Judges and the American Bar Association Center on Children and the Law.
- Monitor court hearings to ensure that appropriate findings are made pursuant to Federal and State law.
- Prepare statistical reports that detail the activity and outcome of relevant juvenile cases. Search the court's database for other related cases. Provide related case information on TPR cases to the Family Judge in Charge.
- Work with other agency liaisons and facilitate multi-disciplinary meetings in the Montgomery and Frederick County juvenile courts. Attend statewide meetings as necessary with the Foster Care Court Improvement Project and other staff of the Administrative Office of the Courts.
- Participate in Family Division's staffing, meetings and various committees. Perform special projects, involving legal research, writing assignments, case management and technical support at the discretion of the local judges, juvenile magistrates and court administration.
- Provide assistance with scheduling and maintenance of the child welfare mediation program as needed.

- Transport court files from one department to another within the court and between the Montgomery County Circuit Court and Frederick County Circuit Court when necessary.

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.
- 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.
- Ability to travel between the Montgomery and Frederick County Circuit Courts.
- Ability to understand and apply rules of procedure and relevant statutory provisions within established guidelines is essential. The applicant must possess a general knowledge of legal pleadings and the ability to prepare draft orders.
- Ability to communicate effectively, both orally and in writing, and exercise a high degree of judgment, tact, diplomacy and competence when interacting with judges, attorneys, court personnel and the public.
- Excellent organizational skills are of the highest priority, as well as ability and temperament to communicate with the legal community, social services providers, in-house court personnel and the general public.
- Must be comfortable developing and making speaking presentations before both small and large groups of people.
- Ability to handle multiple tasks and maintain a professional demeanor when interacting 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 set priorities and simultaneously process multiple duties and responsibilities.
- Knowledge of and ability to apply fundamentals of business English, spelling, grammar, punctuation, standard office practices and procedures.
- Excellent telephone manner and experience interacting 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 from an accredited university with three years of legal experience; or a degree or certificate in paralegal studies from an accredited institution with a concentration in family law and five years of experience in juvenile causes.
- Must have proficiency in Microsoft Office Suites and be able to use Word, Excel and Access database software. Must be familiar with procedures for merging data and uploading/downloading electronic records to database files.
- Superior writing skills and command of the English language is essential.
- 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 and an even temperament are high priority considerations for this position.
- An equivalent combination of education and experience may be substituted with five 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.

Email the completed application, cover letter, resume, and writing sample to adminhr@mcccourt.com