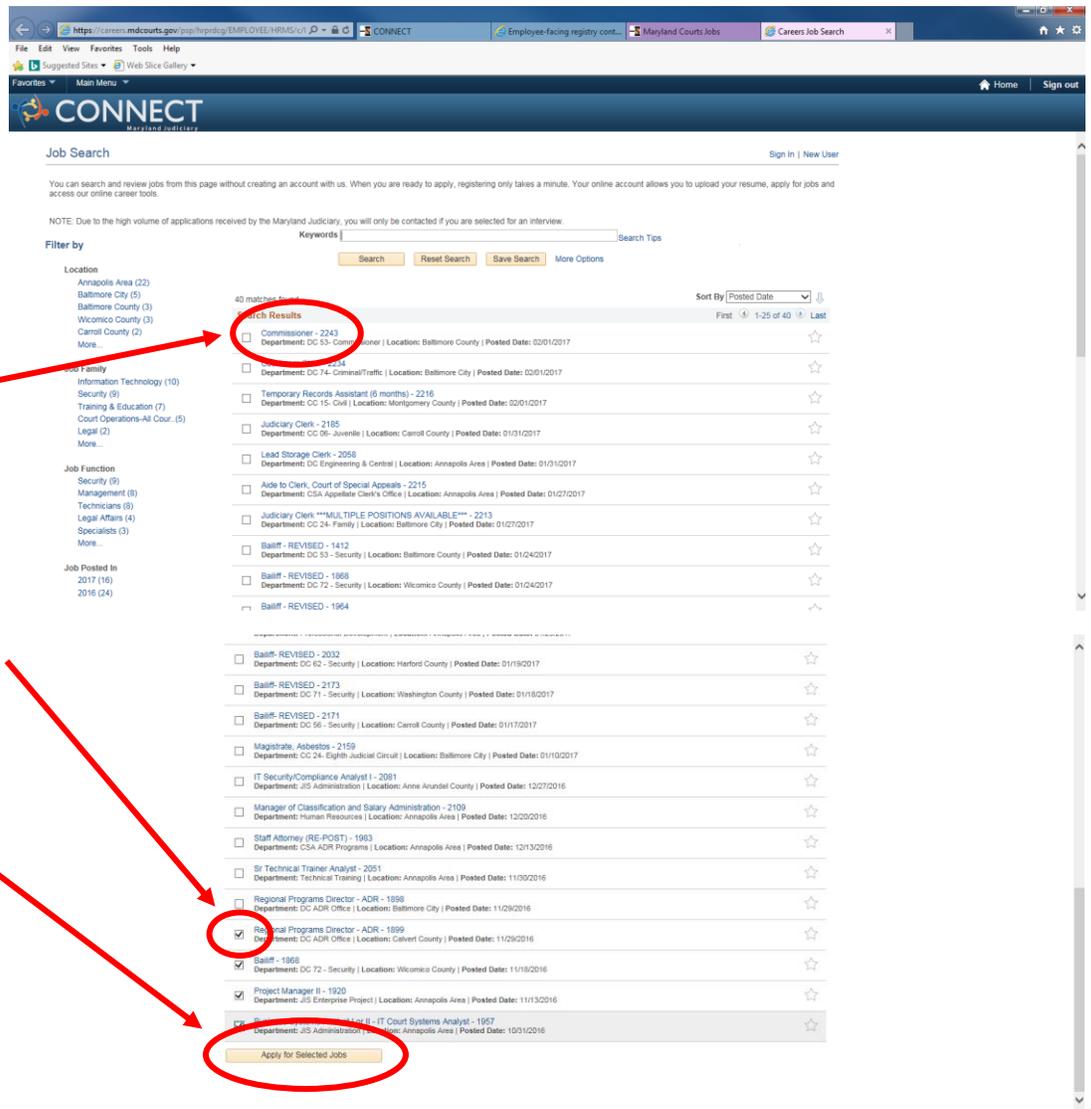
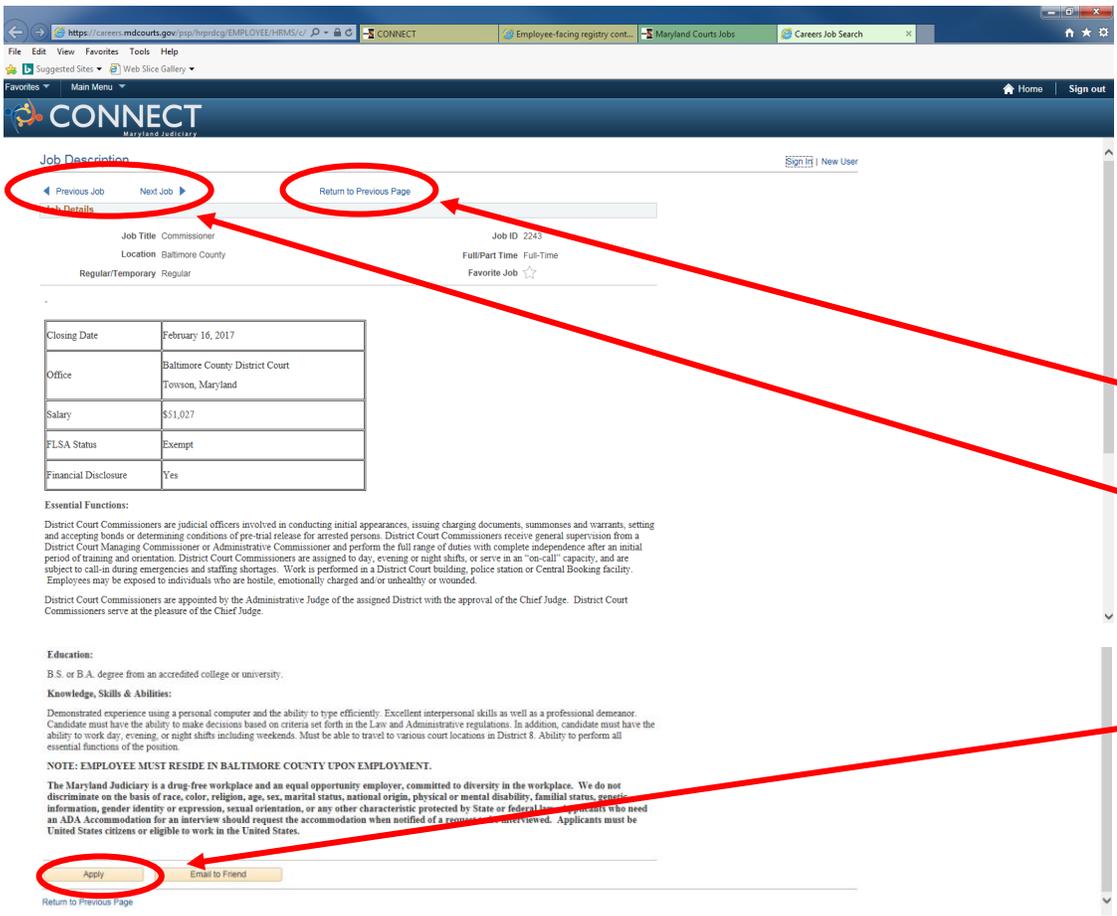


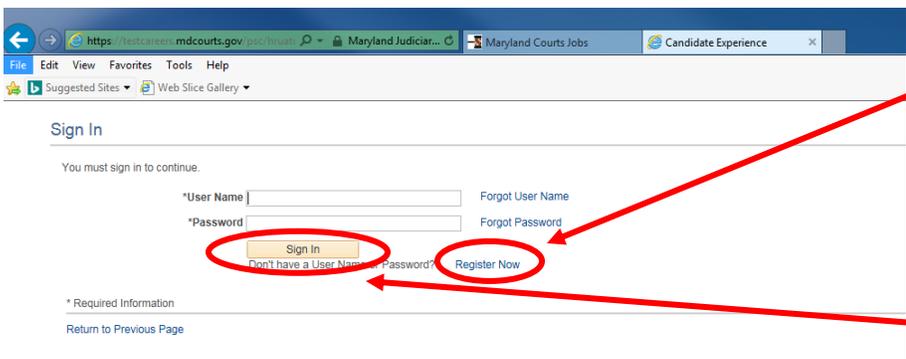
1. Go to the internet and type in <http://mdcourts.gov/careers> in the address box OR click the following hyperlink: <http://mdcourts.gov/careers>
2. Click on “Maryland Judiciary Careers”.

3. On the job search page you can:
 - (a) Click on a position title, to review a “Job Description” before applying
 - (b) Apply to one or more positions by clicking in the white box to the left of each position and selecting “Apply for Selected Jobs”.





4. If you chose to review a “Job Description”, from this page you can:
 - (a) “Return to the “Job Search” page.
 - (b) Review more job descriptions by clicking “Previous Job” or “Next Job”.
 - (c) Click Apply.



5. If this is your first time, click “Register Now”.
6. If you have applied to the Maryland Judiciary and previously registered, enter your Username and Password then click “Sign In”.

Register

If you are new, you must first register in order to continue.

Account Information

*User Name
*Password
*Confirm Password

Name Format English

*Legal First Name
*Last Name

Contact Information

*Primary Email Type Home
*Email Address
Primary Phone Type Home
Phone Extension
Preferred Contact Method Not Specified

Address Information

*Country United States Address Search
*Address 1
Address 2
Address 3
*City *State
*Postal County

Register
Already registered? Sign In Now

* Required Information
Return to Previous Page

7. On the “Register” page you’ll need to:
 - (a) Complete the “Account Information” section.
 - (b) Complete the “Contact Information” section.
 - (c) Complete the “Address Information” section.
 - (d) Click “Register”.

Once you’ve selected a position(s) to apply to and registered or signed in, you’ll be prompted to start the application process.

8. After reviewing the terms and agreements, click the white box next to the “I have read and agree to the above terms and agreements” statement.

CONNECT

Employee Experience - Home

Start Prequalify Resume Education Work Experience Questionnaire Referrals Preferences

Start - Step 1 of 9

Applying for: Manager of Classification and Salary Administration, Staff Attorney (RE-POST)

This job application has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting. If you are having trouble with your application, please clear your cache and continue with the application process.

IMPORTANT INFORMATION REGARDING RESUMES

The information contained on the application form is the only information that will be used to determine whether you meet the qualifications for the position for which you are applying. Therefore, it is vitally important you complete every field of the application form. A resume may be attached, however, the information will not be used to determine if you meet the qualifications for the position.

Before you begin the application process, please read the agreements on this page carefully. By selecting the agreements checkbox below, you acknowledge that you accept the terms of these agreements. If you do not agree to these terms, select the Exit button.

Prequalification Notices

Job Title: Manager of Classification and Salary Administration Job ID: 2109
Job Title: Staff Attorney (RE-POST) Job ID: 1983

To be eligible to apply for this position, you will need to answer some prequalifying questions on the next step of this application process. Please read all the questions carefully as in some cases more than a single answer may be required. An evaluation will be provided to you immediately after you submit your answers.

Please note that your answers to these prequalifying questions establish your basic eligibility to apply for this position and any false information or misstatement will render your application ineligible.

Agreements

Prequalification Terms & Agreements

After you submit your answers to the following questionnaire, you will be immediately informed if you are eligible to continue with the application.

Application Terms & Agreements

NOTICE TO APPLICANTS

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEES TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR, OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND IS SUBJECT TO A FINE NOT TO EXCEED \$100.

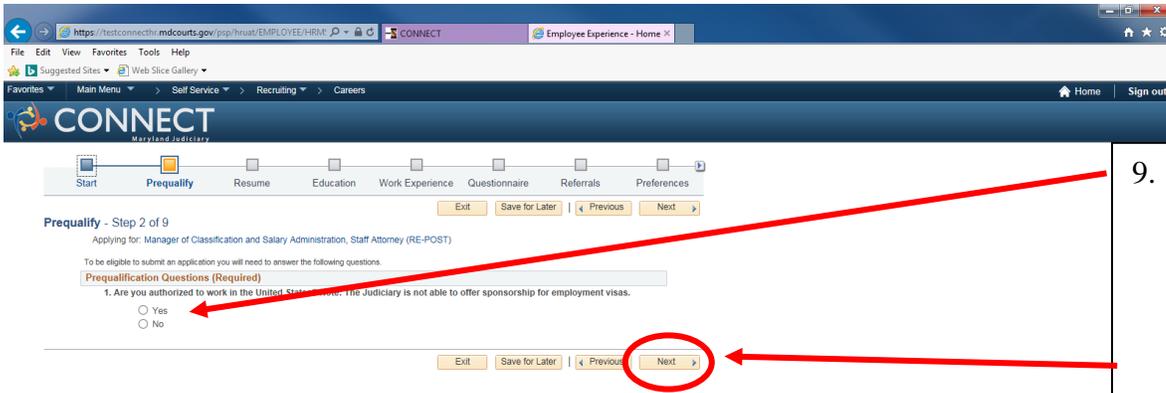
PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

I hereby certify that all information provided by me on this application is ACCURATE AND COMPLETE to the best of my knowledge. I understand that any false or incomplete information furnished by me, or failure to disclose requested information, may result in the rejection of this application, may make me no longer eligible for consideration for employment with the Maryland Judiciary, or may result in my dismissal after my employment. I authorize the Maryland Judiciary to investigate any statement contained in this employment application and release former employers and reference contacts from any and all liability on account of furnishing such information to the Maryland Judiciary. I further understand that, if considered for this position, the Maryland Judiciary will conduct criminal and/or driving record checks. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the Maryland Judiciary and myself.

I affirm that if my current employer has any contractual agreements with the Maryland Judiciary that prohibit direct recruitment or employment of contractor personnel, that it is my obligation to obtain a written release from my employer authorizing my recruitment for this position.

I have read and agree to the above terms and agreements

Exit Previous Next

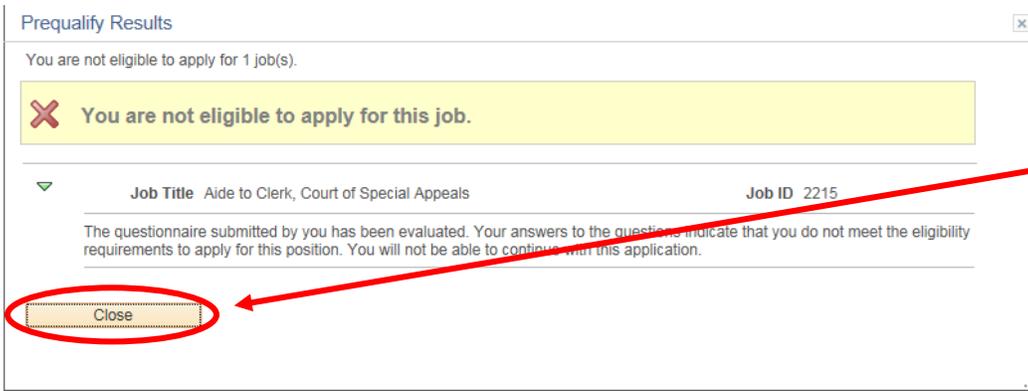
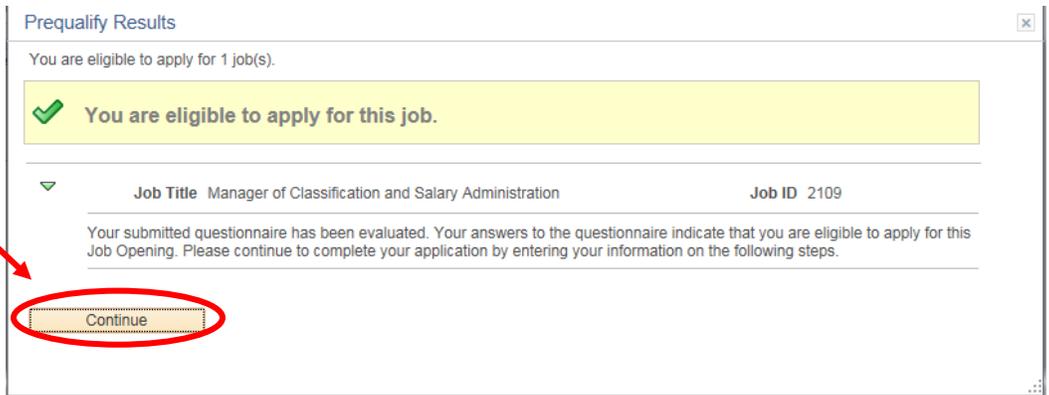


9. If applicable, answer the required prequalification question(s) by clicking next to “Yes” or “No”.

10. Click “Next”.

Based on how you answer the prequalification question(s) you may or may not be eligible to apply.

11. If you are deemed eligible you’ll click “Continue” on the “Prequalify Results” page.



12. If you are deemed not eligible, you’ll click “Close” on the “Prequalify Results” page, which will return you to the main “Job Search” page (step 14).

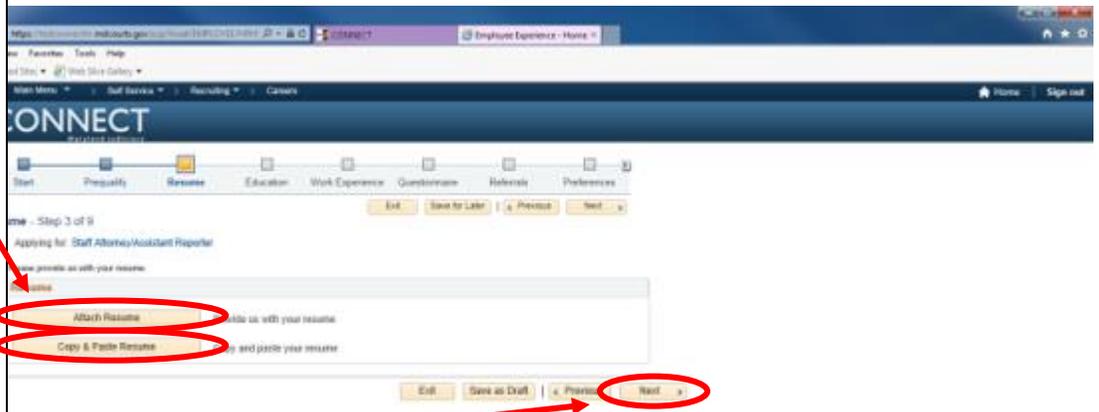
13. You are now on the “Resume” page where you can:

(a) Upload your resume from your computer by clicking “Attach Resume” to locate your document on your computer.

(b) Click “Copy and Paste” your Resume.

(c) Click “Next”.

Note: A resume is not required. To apply without a resume, simply click “Next”.



14. On the “Education” page you’ll need to:

(a) Select your “Highest Education Level” from the dropdown. *Note: This is a required field.*

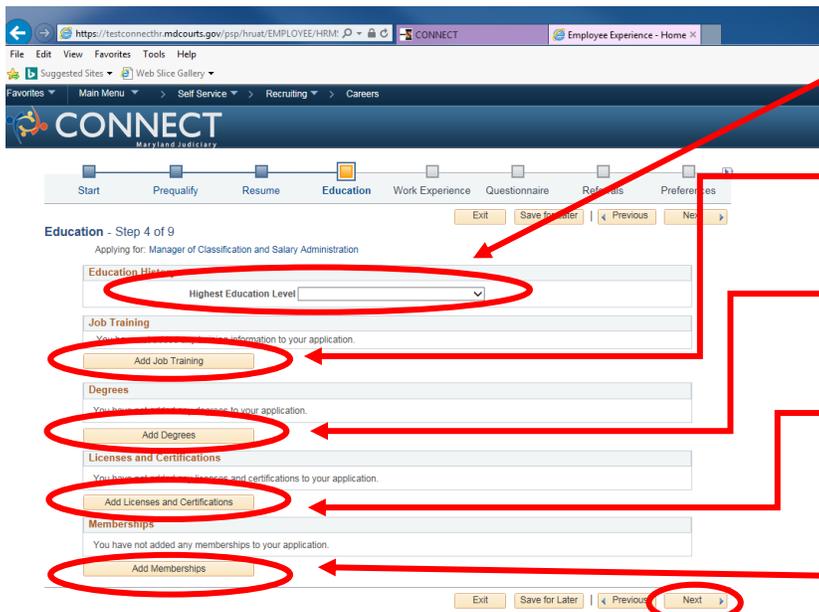
(b) Add any relevant job training (if applicable) by clicking “Add Job Training”.

(c) Add your specific degree information by clicking “Add Degrees”.

(d) Add any license and certification information (if applicable) by clicking “Add Licenses and Certifications”.

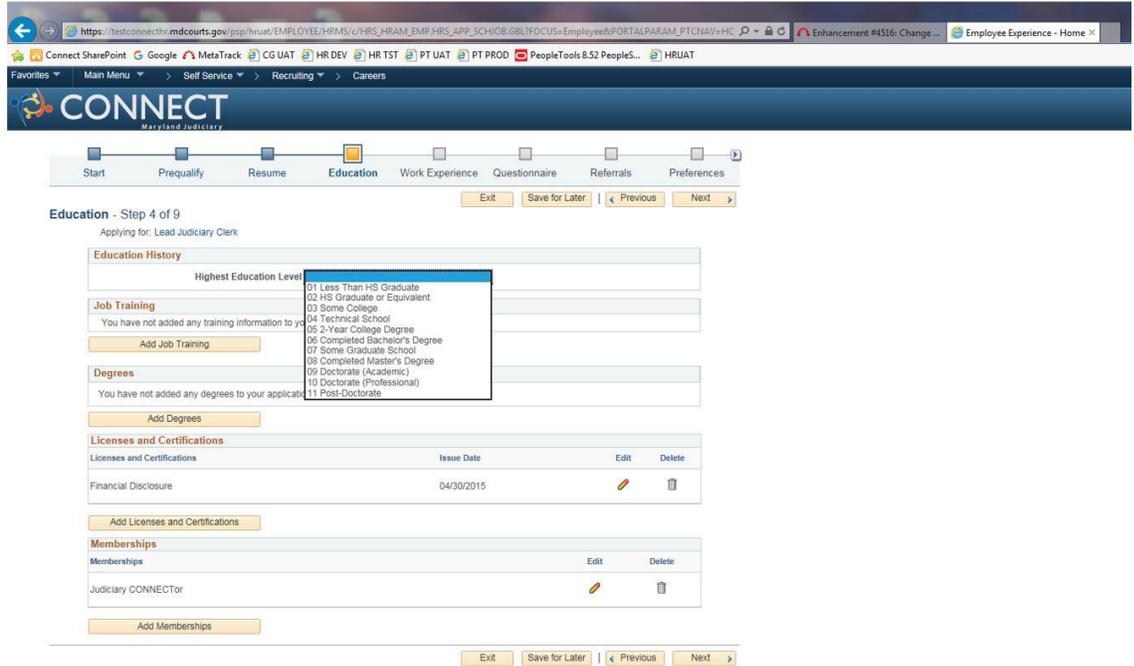
(e) Add any membership information (if applicable) by clicking “Add Memberships”.

(f) Click Next.

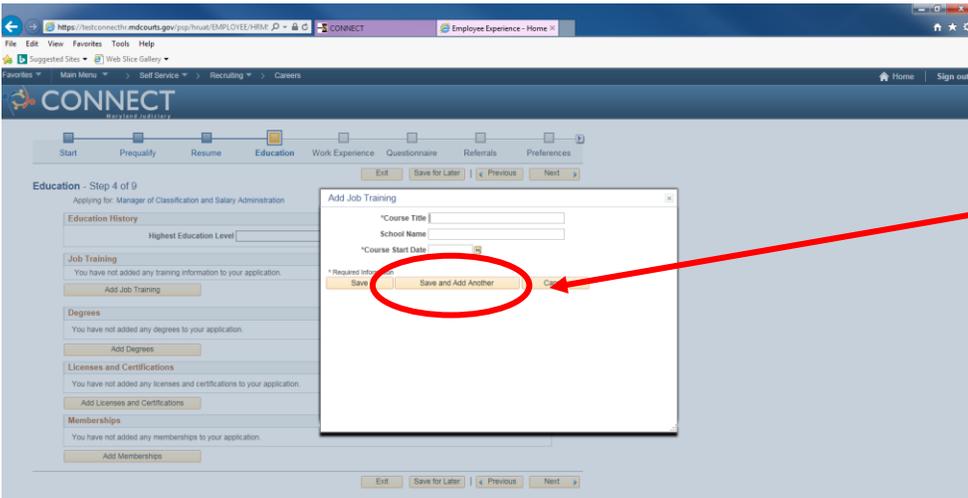


TIPS:

Be sure to choose the highest level of COMPLETED education from the dropdown



Be sure to choose the highest level of COMPLETED education from the dropdown

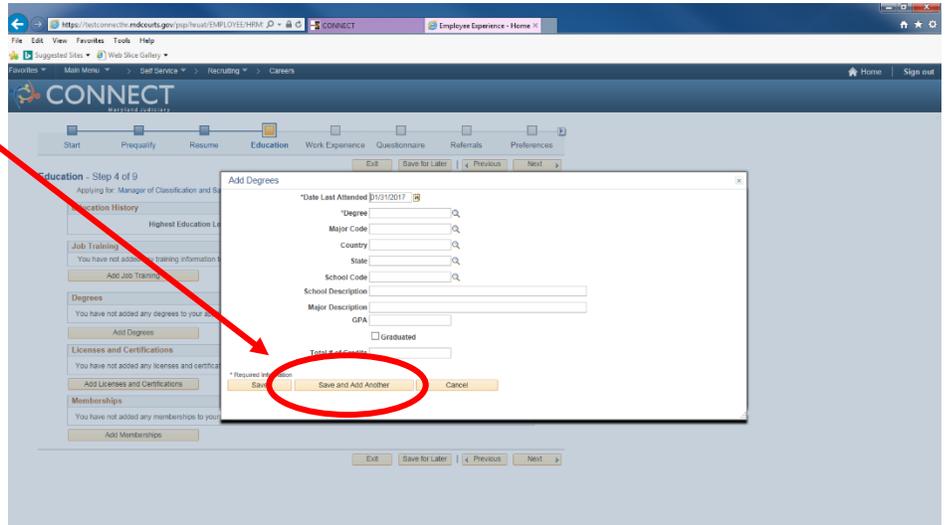


To add more than one job training, click "Save and Add Another".

Note: "Course Title" and "Start Date" are required fields.

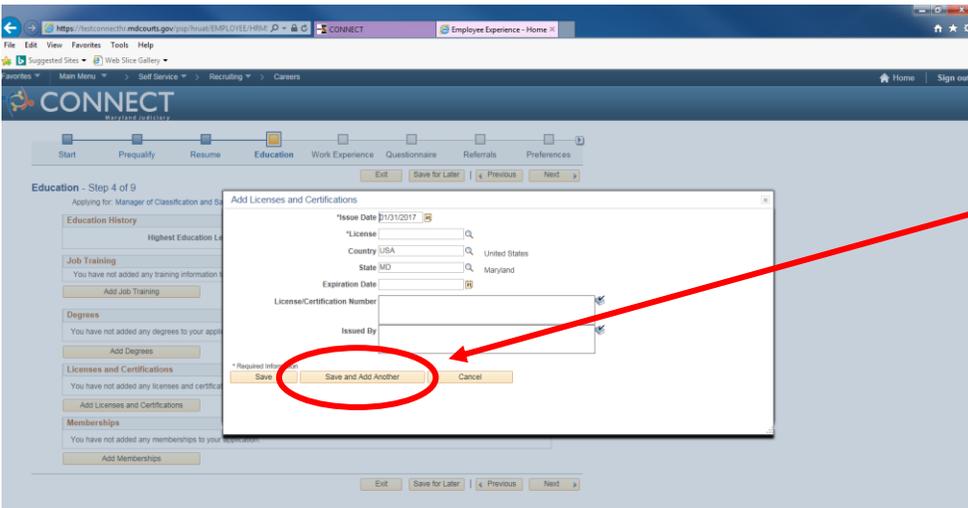
To add more than one degree, click "Save and Add Another".

Note: "Date Last Attended" and "Degree" are required fields.



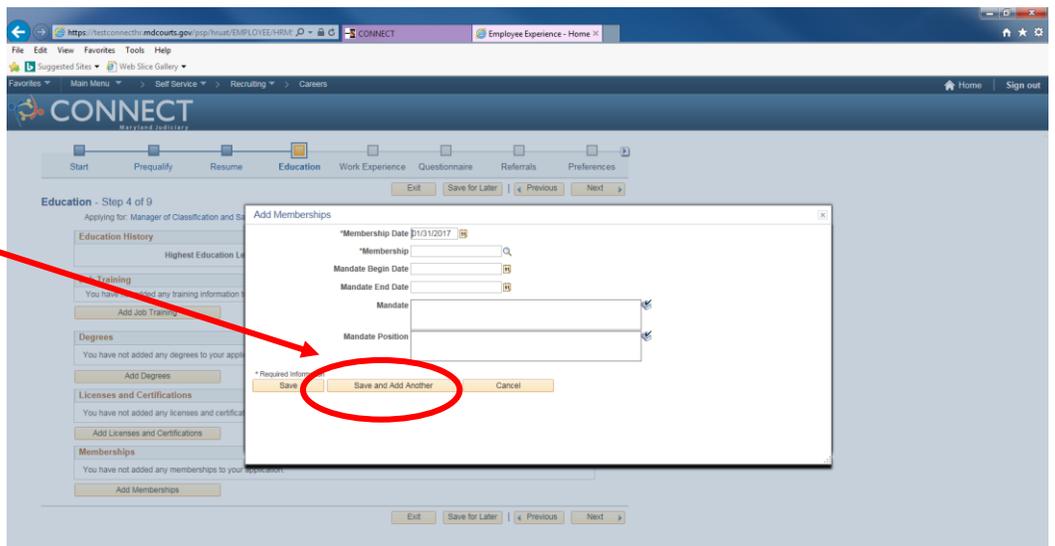
To add more than one license and/or certification, click "Save and Add Another".

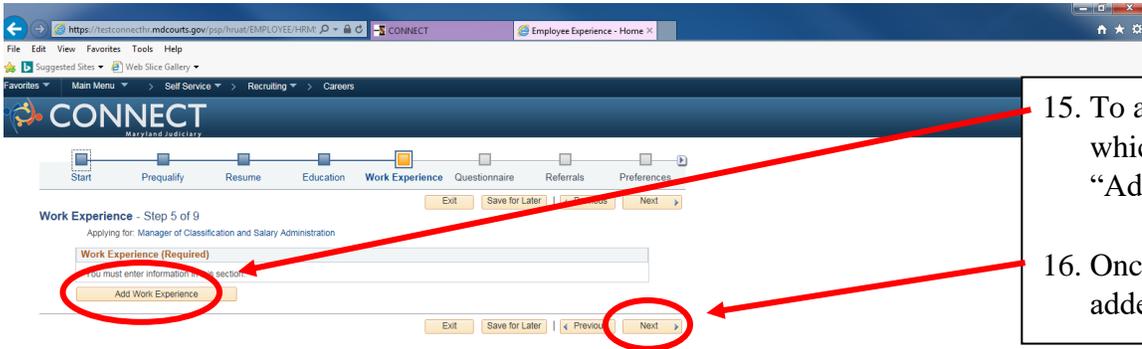
Note: "Start Date" and "License" are required fields.



To add more than one membership, click "Save and Add Another".

Note: "Membership Date" and "Membership" are required fields.



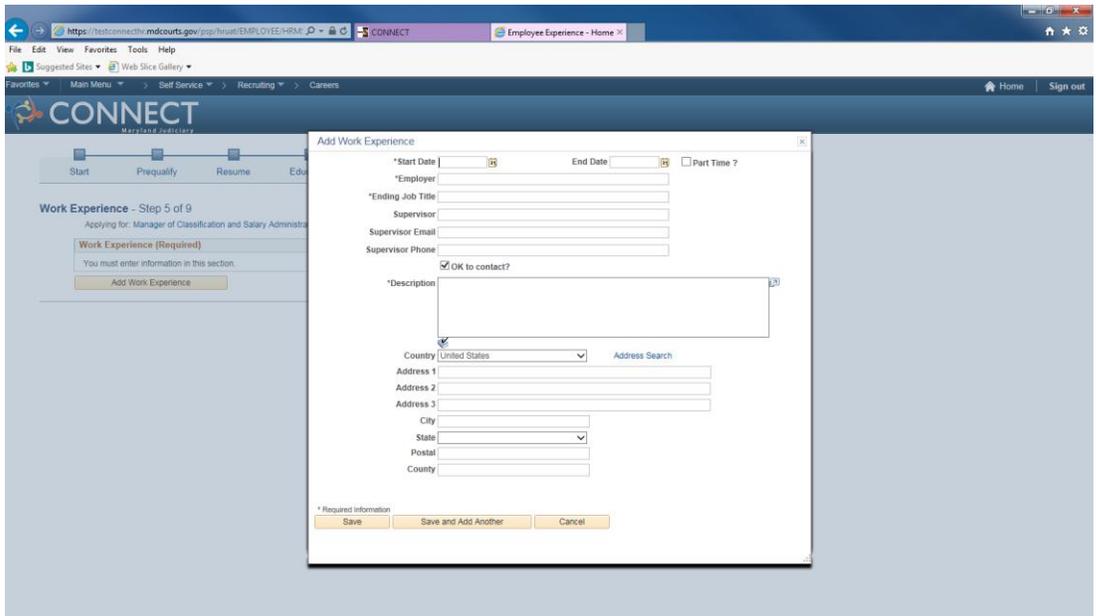


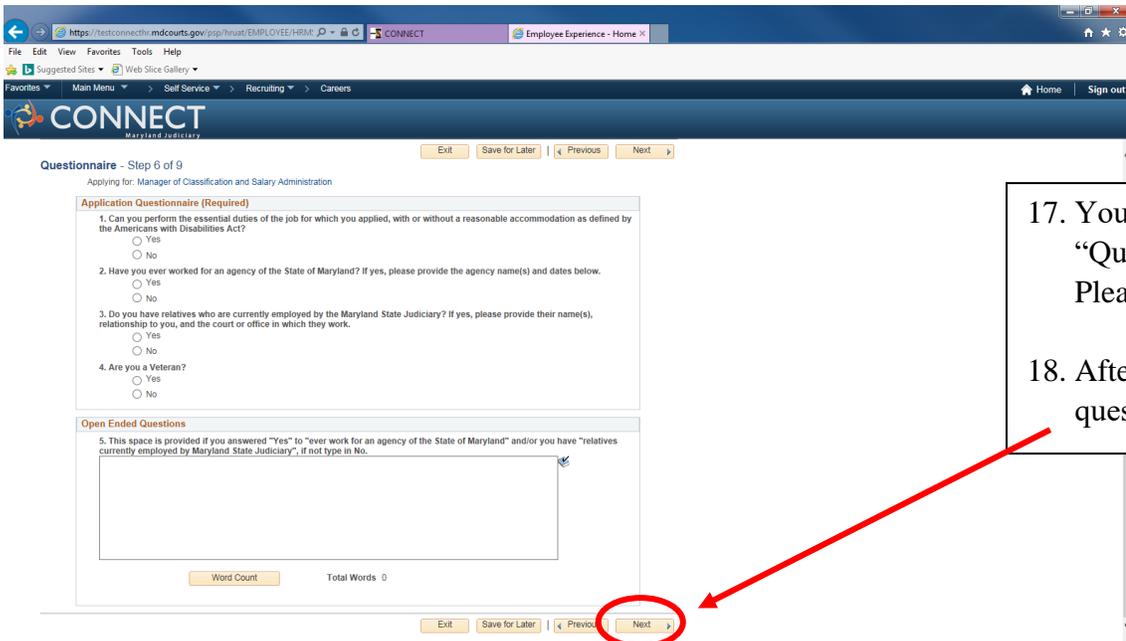
- 15. To add work experience, which is required, click “Add Work Experience”.
- 16. Once work experience is added, click “Next”.

The information contained on the application form (not your resume) is the only information that will be used to determine whether you meet the minimum job qualifications for the position for which you are applying.

To add more than one work experience, click “Save and Add Another”.

Note: “Start Date”, “End Date” or “Current Job box”, “Employer”, “Ending Job Title”, “Description”, are required fields.



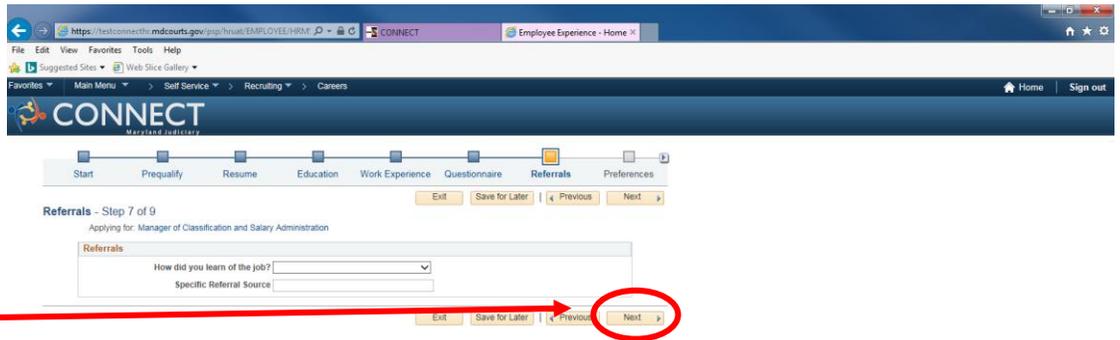


17. You've reached the "Questionnaire" page. Please answer all questions.

18. After answering all of the questions, click "Next".

19. You've reached the "Referrals" page. Please answer how you heard about the job you are applying to by clicking the dropdown.

20. Click "Next".



CONNECT
Maryland Judiciary

Prequalify Resume Education Work Experience Questionnaire Referrals **Preferences** Review/Submit

Exit Save for Later Previous Next

Preferences - Step 8 of 9
Applying for: Manager of Classification and Salary Administration

Employment Preferences

1. I can start my new job on or after
[]

2. I am looking for the following kind of work
 Regular
 Temporary
 Either

3. I want to work
 Full-Time
 Part-Time
 Either

4. I am willing to travel
 Never or rarely
 Up to 25% of the time
 Up to 50% of the time
 Up to 75% of the time
 Up to 100% of the time

5. I am willing to relocate
 No
 Yes

6. I am available to work the following days of the week
 Monday Tuesday Wednesday Thursday Friday Saturday Sunday

7. I want to work the following shift(s)
 Not Applicable
 Day
 Evening
 Night
 Compressed
 Rotating
 Any

8. I want to work
[40] hours per week

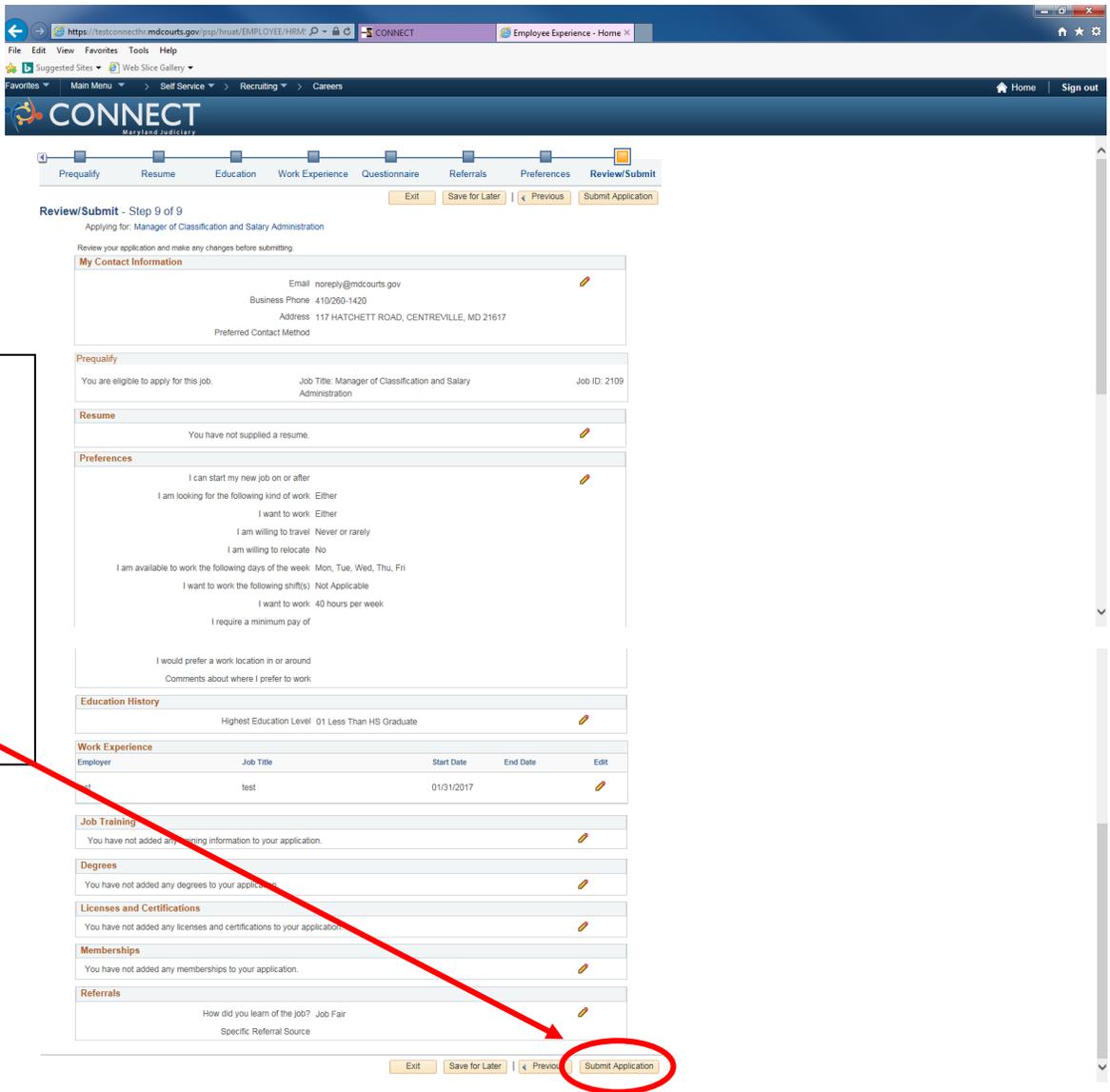
9. I require a minimum pay of
Amount: [] Currency: [USD - US Dollar] Frequency: []

10. I would prefer a work location in or around
[] my first choice
[] my second choice
Comments about where I prefer to work:
[]

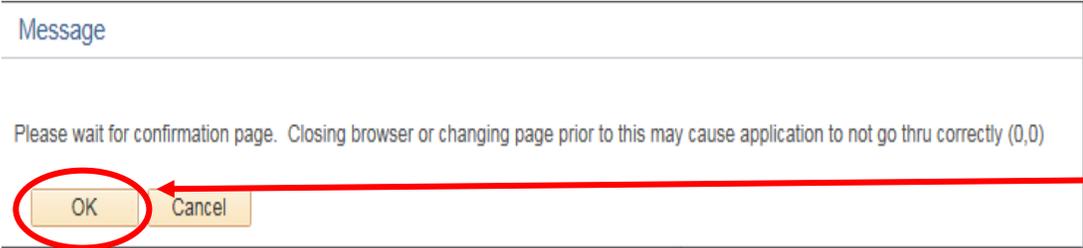
Exit Save for Later Previous **Next**

21. You've reached the "Preferences" page. Please answer all questions.

22. After answering all of the questions, click "Next".



- 23. You've reached the "Review/Submit" page. Please review ALL information provided and verify accuracy.
- 24. After reviewing, click "Submit Application".

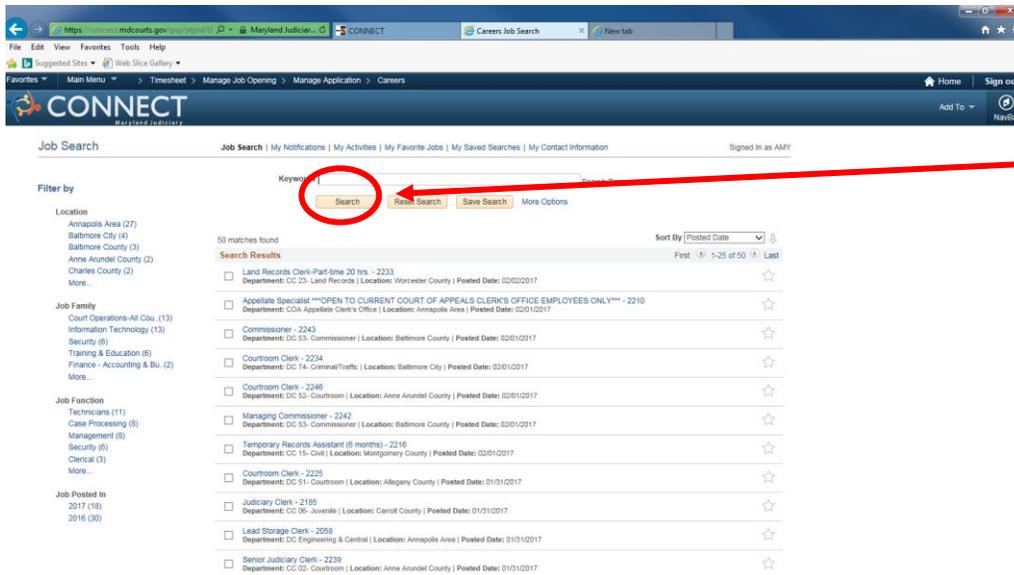
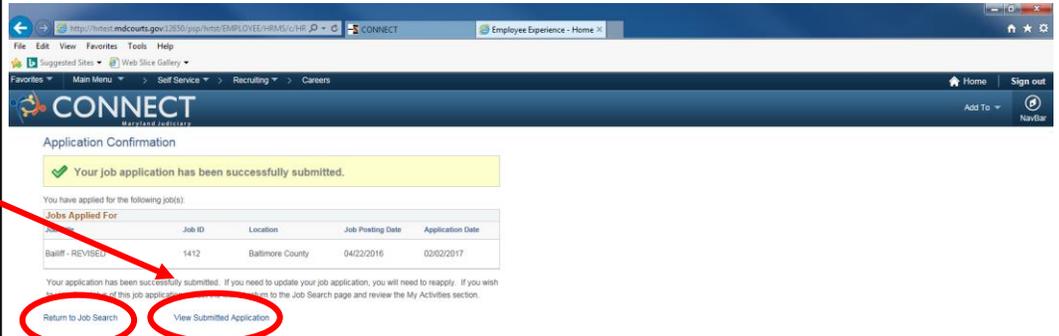


- You may get the following message.
- 25. After reviewing, click "OK".

26. Once you've received your "Application Confirmation", you can:

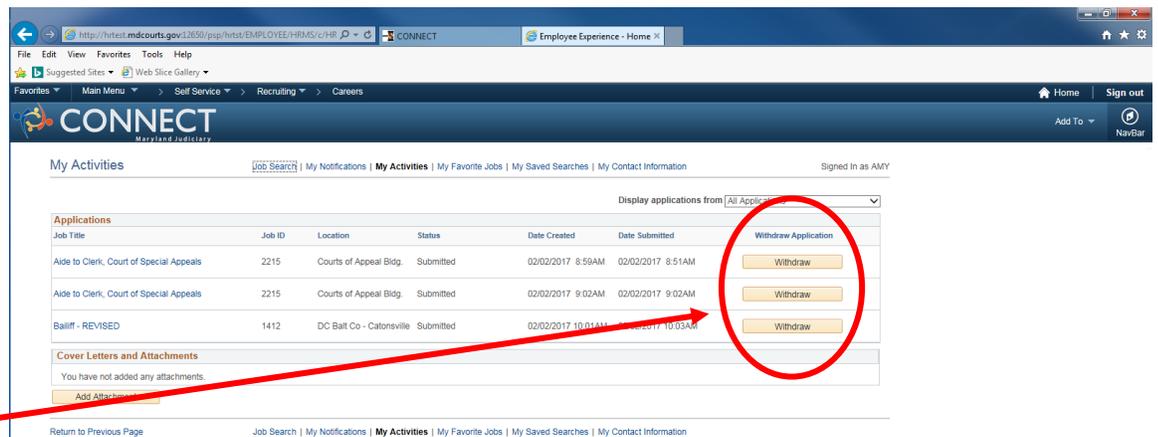
(a) Click "View Submitted Application" to review the application just submitted

(b) "Return to Job Search" where you can review your job application history and/or review the status of your application(s).



27. Upon return to the "Job Search" page, click "My Activities" to review your job application history and/or review the status of your application(s).

28. From the "My Activities" page, you can review the date of application submission, the status, and/or you could withdraw your application by clicking "Withdraw".



For questions regarding the hiring process, please contact Talent Acquisition at (410) 260-6551.

For assistance applying, please contact the CONNECT Help Desk at (410) 260-6550.