


## Maryland Judiciary Job Description

	<b>Official Title</b>	Division Chief
	<b>Job Code</b>	4140
	<b>Business Title</b>	Division Chief
	<b>FLSA Status</b>	Exempt

### POSITION SUMMARY

This at-will position consists of managerial work directing the operations of a major division, such as Criminal/Traffic or Civil, of the District Court. Employees in this classification serve as the court expert on procedural questions for their assigned division. Work involves assigning, directing, and evaluating the work of supervisory, clerical, and process service employees engaged in the delivery of direct services to the public. Work is accomplished through subordinate supervisors who oversee sections or units performing specialized functions. Employees in this classification receive managerial direction and limited supervision from the Administrative Clerk for the assigned District Court.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Plans, assigns, directs, and coordinates the work of subordinate supervisors and clerical staff to ensure efficient and accurate completion of work according to established guidelines.
- Coordinates the work of the division with other divisions in the assigned court and with other entities in the criminal justice system.
- Recommends modifications to procedures and systems to improve processing time, accuracy and efficiency.
- Hires, trains, schedules, counsels, disciplines, and evaluates subordinate staff.
- Serves as the court expert on procedural questions providing interpretation and guidance to employees, law enforcement personnel, attorneys, and the public, particularly on difficult or unusual cases.
- Assesses problems, issues, and conflicts together with subordinate supervisors and, depending on the complexity and scale of the situation, either resolves or recommends solution.
- Serves on task forces, various committees and/or workgroups to evaluate and recommend changes to policy, procedure, work rules and/or systems.
- Writes, and/or assists in writing, policies and procedures and implements the same with staff.
- Participates in the review and analysis of changes in the Maryland Rules of Procedure, Maryland Code, and court policies.

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- Prepares correspondence on a variety of court-related matters, internally and externally.
- Establishes and maintains information management systems.
- Retrieves information and prepares a variety of management reports.

### MINIMUM QUALIFICATIONS

#### Education and Experience

- Bachelor's degree from an accredited college or university.
- Seven (7) years of work experience, preferably in court operations, or in the fields of criminal justice, parole and probation, legal or financial services, to include four (4) years in a trial or appellate court of the United States in which three (3) years consisted of supervising court staff.

#### Note:

Additional court work experience, as defined above, may substitute on a year for year basis for up to four (4) years of the required education.

### KNOWLEDGE, SKILLS, AND ABILITIES

#### Knowledge of:

- Maryland Judiciary's policies, procedures, laws, and forms involving various types of court cases and the implication each of these have on the accounting operations of the court.
- Judiciary Human Resources policies and procedures.
- Maryland Judiciary Court systems and operations.
- Appeal practices and procedures.
- The principles of office management and supervision.

#### Skill in:

- Verbal and written communication.
- Guiding employees in demanding situations.
- Interpersonal communication and relations.
- Problem solving, prioritizing, scheduling, and decision making.
- Collaborative leadership.
- Analyzing information, problems, situations, practices, and procedures.
- Applying job-related terminology, codes, policies, procedures, rules, regulations, and laws.

#### Ability to:

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- Plan, assign, organize, coordinate, supervise, and evaluate the work of a large staff performing diverse functions.
- Communicate clearly, tactfully, and effectively with judges, the public, police agencies, attorneys, and other court officials and personnel, both verbally and in writing.
- Apply job-related terminology, policies, procedures, regulations, and laws to define problems, collect data, establish facts, record data, appropriately complete forms, and provide information to customers.
- Conduct research and problem solve often complex issues, concerns, or situations that may arise.
- Resolve unusual and/or complex situations in accordance with established procedures or assist staff in resolving cases requiring deviation from standard procedures.
- Recommend modifications to improve procedures and practices.
- Identify and adapt rapidly to departmental needs and to reallocate staff and resources to meet work requirements.
- Collaborate across departments and various agencies in the development and implementation of policies and procedures.
- Resolve disputes between subordinates and motivate subordinates.
- Exercise tact, diplomacy, and impartiality in dealing with the public, law enforcement personnel, and attorneys.
- Interpret Maryland Rules of Procedure.
- Exercise independent judgment in interpreting and applying appropriate policy, procedure, rule, law, and/or regulation to a situation.
- Express ideas concisely and clearly, both verbally and in writing, as well as understand and follow oral and written instructions/directives.
- Prioritize and handle multiple projects simultaneously.
- Resolve unusual and/or complex situations in accordance with established procedures or assist staff in resolving cases requiring deviation from standard procedures.

### **SUPERVISORY RESPONSIBILITIES**

This position has formal supervisory responsibilities over other employees.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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This position involves *sedentary* work, exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time; walking and standing are required only occasionally.

### WORKING CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position works in an office or similar indoor environment and is not substantially exposed to adverse environmental conditions. Employee sometimes encounter individuals with known criminal or mental health backgrounds.

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*Maryland Judiciary is an Equal Opportunity Employer.*

<b>Date created:</b>	August 2018
<b>Dates revised:</b>	February 2020; October 2020