

## Circuit Court for Baltimore City Associate Administrator - Criminal

The Circuit Court for Baltimore City is seeking an Associate Administrator to be responsible for directing and coordinating the case management and other administrative operations for the Criminal Division.

### **Major Responsibilities**

- Assists in the development and preparation of various daily, weekly and monthly reports for the Judge In-Charge of the Criminal Division.
- Directs calendar management responsibilities as it relates to the Criminal Docket, including the oversight and coordination of all specially set trials.
- Works closely with the Judge In-Charge in preparing and submitting the Annual Criminal Caseflow Assessment Report.
- Directs the collection, analysis, and distribution of statistical information regarding criminal caseload, case management data, and any matters of interest to the Judge In-Charge.
- Acts as a liaison for the Criminal Division with relevant court divisions, parties and agencies.
- Responds to requests for case information and disseminates case and related information to judges, court staff, attorneys and litigants, as necessary.
- Prepares recommendations for superiors on ways to improve and enhance the work flow or case management of the division.
- Directs and coordinates the training of new staff.
- Performs special administrative projects as directed by the Administrative Judge, Judge In-Charge or the Court Administrator.
- Performs other tasks as required.

### **Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education and Experience**

Bachelor's Degree from an accredited college or university in business, public or court administration; criminal justice administration; political science or a related field. Five or more years of related experience in judicial operations, or criminal case management and analysis work. A master's degree is desirable. Institute of Court Management Certification is also desirable.

### **Knowledge, Skills and Abilities**

- Knowledge of the principles and techniques of program development, administration and coordination.
- Knowledge of court administration, operations and procedures.
- Ability to plan, direct and coordinate the activities and operations of a large court division.
- Ability to communicate effectively, both orally and written.
- Ability to establish and maintain working relationship with court officials and staff.
- Ability to read, analyze and interpret complex documents.
- Ability to write reports and other items using original or innovative techniques or style.
- Ability to define problems, collect data, establish facts and draw conclusions.
- Ability to make recommendations and decisions in order to meet the Court's objective (e.g. analyzing a problem in order to identify solutions).
- Ability to work independently, supervise and train others to deal effectively with attorneys, parties and general public.
- Ability to exercise judgement and discretion in developing, implementing, and interpreting policies and procedures.
- Ability to estimate and make recommendations for future needs and personnel costs, space, equipment, supplies and services.
- Ability to develop and maintain cooperative working relationships. Excellent interpersonal skills.

**Compensation:**

This is a full-time permanent position with benefits. The annual salary range is \$67,218 to \$107,406

**To Apply:**

Please submit a cover letter and resume by COB deadline **Wednesday, January 31, 2018** to:

Ms. Kathe Hammond, Human Resource Officer  
Circuit Court for Baltimore City  
111 N. Calvert Street, Room 244  
Baltimore, Maryland 21202  
[Kathe.Hammond@mdcourts.gov](mailto:Kathe.Hammond@mdcourts.gov)

Fax: 410-396-1545

[www.baltimorecity.gov](http://www.baltimorecity.gov)

TTY 396-4930

**\*\*No phone calls please**

A writing sample will be requested following an interview.

***AN EQUAL OPPORTUNITY EMPLOYER***