

Circuit Court for Baltimore City Family Division Case Manager

The Family Division of the Circuit Court for Baltimore City is seeking a full-time Case Manager. This position is the central legal review and sufficiency evaluation checkpoint for all cases being processed by the Family Division.

Essential Functions:

- Review all pleadings in divorce, paternity, custody, visitation and guardianship case files forwarded by the Court Clerk's Office to the Family Division for legal sufficiency and procedural accuracy according to the laws of the State of Maryland;
- Authorize, assign and forward approved cases to the Assignment Office for placement on docket and hearing scheduling;
- Return unapproved cases to the Court Clerk's Office with attached report detailing missing documents and legal deficiencies that need to be corrected for resubmission;
- Serve as back-up for interviewing litigants requesting emergency hearings on custody and visitation cases and preparing official fact and incident reports for presentation to Magistrate regarding the emergency request;
- Serve as back-up for assisting litigants with domestic violence issues;
- Advise litigants on legal procedures and processes by telephone;
- Investigate litigants through the Uniform Court System to ascertain cases and legal actions with which they are involved in order to determine if multiple cases can be merged into one case;
- Refer litigants in emergency custody and visitation actions to the appropriate source when the requests involve domestic violence or child abuse;
- Advise superiors on trends and problems noted in the review and processing of cases;
- Prepare detailed statistical reports on the volume, deadlines and processing of cases;
- Such other duties as assigned from time to time.

Education, Knowledge and Experience:

Applicants must possess a JD from an accredited law school, and possess specialized knowledge of Family Law. This position is grant funded through the State of Maryland

Compensation:

Salary range is \$44,858.00 - \$54,520.00, depending on experience, with full benefits through the City of Baltimore.

To Apply:

Please send a resume and letter of interest to:

T. Sue German, Esquire
Associate Administrator, Family
Circuit Court for Baltimore City
111 North Calvert Street, Room 108
Baltimore, Maryland 21202
sue.german@mdcourts.gov

Closing date for submission of materials is December 12, 2016.

The Circuit Court for Baltimore City is an Equal Opportunity Employer:

Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that the employee or the Court may terminate the employment relationship at any time, with or without cause. 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, including Baltimore City Personnel Compensation policies.

The Circuit Court is committed to maintaining an Alcohol & Drug Free Work Environment. If selected for the announced position, the applicant will be subject to an alcohol and drug pre-screening as a condition of employment.