

Circuit Court for Baltimore City Deputy Director, Civil ADR Program

The Circuit Court for Baltimore City is seeking a Deputy Director for its Civil Alternative Dispute Resolution (“ADR”) Program, who will serve at the pleasure of the Judge.

Essential Functions: The Deputy Director is responsible for generally assisting the Court’s Civil ADR Director and working with judges, lawyers, litigants, and court personnel to develop, expand and administer the Court’s ADR programs including mediation, evaluation, and settlement conferences (“SC”). The Deputy Director will observe and conduct SCs and mediations in non-domestic civil litigation cases pending in this Court, monitor and enforce procedural compliance with ADR statutes and court orders, collect data and gather evaluative information regarding the Court’s ADR Programs, implement approved changes to the Court’s ADR Program, and perform other ADR duties as assigned.

Qualifications and Required Skills: To qualify, applicants must possess a Juris Doctorate degree, be a member in good-standing of the Maryland Bar, have completed the basic 40-hour mediation training, have at least two years of experience as an attorney in civil practice matters, and experience as an ADR neutral in facilitating the resolution of civil non-domestic litigated disputes. Applicants must also have working knowledge of standard computer database programs, strong communication and networking abilities, and be a self-starter requiring little supervision.

Preferred Experience/Training: Advanced ADR techniques and procedures training.

Compensation: Full-time position. Salary: \$36.50 per hour.

To Apply: Please send cover letter, resume, and at least three professional references by email, fax or regular mail before the closing date of Friday, March 31, 2017 to:

Gwen Henderson
Human Resource Manager
Circuit Court for Baltimore City
111 North Calvert Street, Room 244E
Baltimore, MD 21202
Email: gwen.henderson@mdcourts.gov
Fax: (410) 396-1545

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 & Drug screening as a condition of employment.