

Circuit Court for Baltimore City
Case Manager Assistant
Family Division Administrative Office

The Circuit Court for Baltimore City is seeking an Assistant for the Case Manager of the Family Division.

Major Responsibilities

- Oversee pick-up and return of case files, including proper check in and check out procedures
- Oversee Supervised Visitation Program, including scheduling of cases and report preparation
- Generate checklists for litigants and attorneys as directed by Case Manager
- Prepare and submit interpreter requests for pro se litigants
- Prepare Orders for out-of-state inmates to appear by telephone
- Prepare memos to Judge-in-Charge regarding CINA cases
- Maintain monthly case statistics
- Verify cases have been set in by assignments office
- Maintain filing for Case Manager
- Make copies of various forms
- Act as telephone and front desk back-up
- Such other duties as assigned

Knowledge, Skills and Abilities

- Ability to navigate court computer system
- Proficient in Microsoft Office
- Proficient in Excel
- Understanding of use of Access databases
- Excellent interpersonal skills
- Strong attention to detail
- Experience dealing with high conflict population

Minimum Qualifications

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

Education and Experience

High school diploma with some college preferred. Two to three years of experience in a business environment.

Compensation

This is a part-time permanent position (30 hours per week) with no benefits. The salary starts at \$25.00 per hour.

THIS POSITION WILL BE OPEN UNTIL FILLED

To Apply

Please submit a cover letter and resume, along with a list of references to:

Ms. Jacqueline Hale
Circuit Court for Baltimore City
111 North Calvert Street, Room 244
Baltimore, Maryland 21202
Jacqueline.hale@mdcourts.gov
Fax 410-396-1545
www.baltimorecity.gov
TTY 410-396-4930

NO PHONE CALLS PLEASE

A Criminal Background Check and Alcohol & Drug screening will be conducted as a condition of employment.

AN EQUAL OPPORTUNITY EMPLOYER