

**CIRCUIT COURT FOR BALTIMORE CITY
POSITION: DEPUTY DIRECTOR,
CIVIL ALTERNATIVE DISPUTE RESOLUTION PROGRAM**

Essential Functions: The Deputy Director assists the Court's Civil ADR Director in the organization and administration of the Court's ADR programs, which include mediation, neutral case evaluation, and settlement conferences. The Deputy Director manages court file preparation for ADR events, communicates with lawyers, litigants, and ADR providers in preparation of ADR events, and generally assists in the facilitation of the Court's ADR programs and related policies. The Deputy Director is responsible for collection and management of data and evaluative feedback from ADR Program participants and providers. The Deputy Director will observe, and may have the opportunity to conduct, certain forms of ADR in non- domestic civil litigation cases pending in this Court.

Eligibility: In order to be eligible for this position, applicants must have a law degree and have completed the basic 40- hour mediation training. Applicants must also have standard computer database program competence, including Excel.

Compensation: Full-time position with benefits. Salary \$74,943.

To Apply: Please send cover letter, resume, and at least three professional references to:

Ms. Jacqueline Hale
Human Resources Department
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202

Jacqueline.Hale@mdcourts.gov

www.baltimorecity.gov

TTY 396-4930

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

AN EQUAL OPPORTUNITY EMPLOYER

A Criminal Background Check will be conducted as a condition of employment.