

Circuit Court for Baltimore City – Juvenile Court Juvenile Court Liaison

Juvenile Court Services is seeking a Juvenile Court Liaison. The Liaison works in the Juvenile Court Services Office (JCS) under the direction and supervision of the Services Coordinator for the Juvenile Court and his/her designee.

Essential Functions

The Juvenile Court Liaison will collaborate with families, court-based programs, and organizations in the community to promote best practices for youth and families involved in Juvenile Court; and complete administrative assignments as directed to ensure a smooth and efficient operation in the JCS Office.

DUTIES:

- Conducts administrative duties as directed including typing, filing copying, and disseminating marketing materials to the Juvenile Court and other organizations in the community.
- Greets and provides general information about the Juvenile Court Services Office to court personnel and the public via telephone and in person.
- Conduct surveys and weekly follow-up calls to youth and families pertaining to specialized groups and/or projects.
- Identify collaborative opportunities for JCS that support the mission and goals of the program or project.
- Adheres to the norms by ensuring that all policies and guidelines are being met.
- Provide input and maintain database tracking system for specialized groups and projects.
- Recruit participants for services offered by JCS.
- Assist with problem-solving to improve workflow and the efficiency of the JCS.
- Completes other tasks and assignments as directed by the Services Coordinator for the Juvenile Court and his/ her designee.

Education

High school graduate with some college preferred in social science or a related discipline.

Minimum Qualifications

A minimum of three-year clerical experience is required, with specific training in various computer-based data tracking systems (i.e., EXCEL, ACCESS). Excellent organization and communication skills are required. Familiarity with the Juvenile Court structure is desirable. Two years of experience working with youth and families with a high level of behavioral needs. Practical work experience or technical training may be substituted to meet the minimum education requirements.

Compensation

This is a part-time (approximately 20 hours per week), non-benefitted position. The hourly rate to begin is \$25/hour.

To Apply:

This position is open until filled. Please submit a cover letter and resume to:

Ms. Jacqueline Hale
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