

## **Circuit Court for Baltimore City Pre-Trial Site Coordinator for the Community Service Program**

The Circuit Court for Baltimore City is seeking a **Pre-Trial Site Coordinator** for the Baltimore City Community Service Program. The coordinator acts as the liaison for the program and worksite agencies. The incumbent coordinates and partnerships with City agencies, non-profits, and community associations for volunteer assistance. The coordinator manages the program's worksites and maintains a caseload for compliance. The incumbent will report to the Program Coordinator.

### **ESSENTIAL FUNCTIONS OF THE POSITION:**

- Develop work projects and worksite assignments.
- Coordinate with community associations, city agencies, and non-profits for technical assistance and worksite compliance training.
- Develop and manage worksite Program contracts and regulations for each site.
- Review the agency's worksite contacts, site books, and incident documents to ensure compliance with Program policies.
- Review and submit referral requests to the Program Director for approval and site development.
- Visit worksite locations to review and document site compliance with volunteer books and informational resources for public safety.
- Assist with W.I.C. projects and City-sponsored events.
- Attend community meetings to help establish CPTED strategies to address and deter crime in City neighborhoods.
- Record worksite incidents and public safety concerns
- Create and Input worksite information in the Program's customized data system.
- Maintain and monitor case files for court order community service in Special Court Programs and supervised case files.
- Conduct and process CJIS background checks.
- Make Court appearances when necessary.
- Prepare written reports, status updates, and termination notices to the Courts, State's Attorney, Parole, and Probation agents.
- Rotate to Program's satellite offices for processing registrations.
- Answer phone lines and occasional filing.
- Perform other related duties as assigned.

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

**Requirement-** Bachelor's degree from an accredited college or university and three (3) years of experience with a public safety agency or community engagement organization.

**ACKNOWLEDGES, SKILLS AND ABILITIES:**

- Experience in creating coalitions and partnerships with non-profit agencies
- Experience in volunteering and recruitment of outreach services
- Ability to utilize Microsoft Word, Excel, PowerPoint, and Microsoft Applications.
- Ability to communicate effectively. Both orally and in writing.
- Have strong organizational skills with a keen ability to prioritize and multi-task.
- Ability to adhere to and meet deadlines.
- Ability to perform at a high degree of independence and discretion.

**COMPENSATION:**

This is a grant-funded full-time position (36.7-hour work week) with benefits. The annual salary is \$50,899.

**TO APPLY:**

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

Ms. Jacqueline Hale, Human Resource 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\*\***

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