

## **Circuit Court for Baltimore City Family Division – Case Manager**

The Family Division of the Circuit Court for Baltimore City is seeking a **full-time Case Manager**. This position serves as the central legal review and sufficiency evaluation checkpoint for all cases filed in the Family Division.

### **Essential Functions**

- Review pleadings in divorce, paternity, custody, visitation, child support, foreign orders, SIJS proceedings, and guardianship matters forwarded by the Court Clerk's Office to the Family Division Administration Office in Odyssey to ensure legal sufficiency and procedural accuracy under Maryland law.
- Refer parties to mediation and/or parenting classes as appropriate.
- Authorize, assign, and forward approved cases to the Assignment Office for docket placement.
- Prepare orders as needed and forward them to the appropriate judge for signature.
- Return unapproved cases to the Court Clerk's Office with notes on missing documents or deficiencies requiring correction.
- Serve as back-up, assisting walk-in litigants with procedural questions.
- Assist walk-in litigants with petitions for protective orders and provide guidance on domestic violence procedures.
- Advise telephone litigants on legal procedures and processes.
- Research litigants in Odyssey to identify related cases and determine if consolidation is appropriate.
- Research incarcerated litigants on Maryland Vine Link to confirm confinement location for writ issuance.
- Prepare correspondence to litigants regarding required documents for hearings or missing case elements.
- Advise the Associate Administrator on trends and issues noted during case review and processing.
- Prepare detailed statistical reports on case volume, deadlines, and processing.
- Perform other duties as assigned by the Family Court Judge-in-Charge and the Family Court Associate Administrator.

### **EDUCATION**

Applicants must possess a **bachelor's degree** from an accredited institution in one of the following areas:

- Legal Studies
- Paralegal
- Business Administration
- Human Services
- Psychology
- Social Services

## **KNOWLEDGE**

- Specialized knowledge of **Family Law** is strongly preferred.
- Knowledge of Microsoft Word and Microsoft Excel (beginner level).
- Knowledge of basic office procedures, i.e., how to answer the phone, put on hold, etc.
- Knowledge of Adobe Acrobat (beginner level).
- Time management skills.
- Ability to know when to seek coworker or manager's assistance with a question or a problem.
- Ability to work quickly and accurately.

## **EXPERIENCE**

Prior experience working in a legal environment strongly preferred.

## **COMPENSATION**

- **Salary Range:** \$57,396.00 - 69,757.00 USD Annual
- **Starting Salary:** \$57,396.00
- **Benefits:** Full benefits provided through the City of Baltimore
- This position is **grant-funded through the State of Maryland.**

## **Work Schedule**

- This position does **not qualify for teleworking.**
- Hours: **8:30 a.m. – 4:30 p.m., Monday through Friday**

## **To Apply**

This position is open until filled. Please submit your resume and letter of interest to:

Jacqueline Hale, Human Resources Officer  
Circuit Court for Baltimore City  
111 N. Calvers Street, Room 244  
Baltimore, MD 21202  
[jacqueline.hale@mdcourts.gov](mailto:jacqueline.hale@mdcourts.gov)  
Fax: 410-396-1545; TTY 396-4930  
[www.baltimorecity.gov](http://www.baltimorecity.gov)  
\*No phone calls please\*  
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