

Circuit Court for Baltimore City Court Administration Court Administrator

The Circuit Court for Baltimore City is hiring a Court Administrator with significant experience in executive court management or senior management.

POSITION OVERVIEW:

The Court Administrator of the Circuit Court for Baltimore City is an at-will, senior management-level position. Under the administrative direction of the Administrative Judge, the position provides key administrative support to the Court Administrative Office by overseeing day-to-day operations and ensuring efficient service to judges, attorneys, litigants, and the public. This role coordinates clerical and administrative functions, supervises managers, coordinators, and staff, and supports the court's operational goals while maintaining compliance with court rules and procedures. Additionally, the Court Administrator, in exercising their authority and responsibility, is involved in executive leadership, managerial and organizational effectiveness, fiscal planning and budget accountability, policy implementation, and facilities management and planning. The position also performs duties assigned by the Administrative Judge. The work involves supervising professional and technical support workers. An employee in this position works a conventional workweek and is subject to a 24-hour callback in emergencies. Work is performed in an office setting with normal working conditions. Work requires minimal physical exertion.

ESSENTIAL FUNCTIONS OF THE POSITION:

The following examples illustrate the work performed in this position. This list is not inclusive.

The Court Administrator position may require duties not listed, if necessary, to accomplish the work of the Circuit Court for Baltimore City.

Administers through department heads, the personnel systems, including recruitment, evaluation, and hiring of new employees; administration of salary and salary increases for existing employees, and termination of unacceptable employees.

Provides direct supervision to associate administrators and program managers; provides leadership and support to 135 court employees; directs staff training programs; develops staff training and wellness facilities; administers the language interpretive services; coordinates security surveillance projects.

Reviews and approves all program budgets and expenditures; implements accounting controls, keeps statistical records, and maintains other records necessary for the court's efficient administration; administers vendor contracts.

Investigates and responds to all requests for Equal Employment Opportunity (EEO) complaints; establishes and maintains effective communication and relationships with key stakeholders (local, state, and federal); Develops and implements Strategic Goals and Continuity of Operations Plans (COOP).

Provides facilities support to the Appellate Court and Supreme Court of Maryland; supports critical state programs to ensure court operation (jury service); develops and implements policies and procedures as established by the Circuit Court for Baltimore City and/or the Maryland Judiciary.

Reviews and approves all architectural, construction, and facility improvements; develops measurements for the evaluation of court operations.

Attends Court Security Steering Committee meetings; consults with the Baltimore City Sheriff's Office on security improvements and effectiveness; attends weekly Court Management Committee meetings; attends Bench Meetings of the Circuit Court for Baltimore City; attends monthly meetings of the Conference of Circuit Court Administrators.

Consults with the Baltimore City Law Department on contract development and awards.

Consults with the Department of General Services and the Baltimore City Fire Department on building evacuation procedures and risk assessments.

Assists with the facilities coordination for investiture ceremonies for new judges.

Represents the Circuit Court for Baltimore City at various conferences and workshops.

Administers language interpretation services and coordinates security surveillance projects.

Plan and manage court facility projects, space planning, accessibility, facilities maintenance, capital management projects, security infrastructure, and other projects as needed by the court.

Procure grant funding for facilities and security improvements and develop court security procedures for three (3) separate courthouse facilities.

Working and communicating with our judges regularly and serving as a liaison between the Circuit Court for Baltimore City and various governmental agencies, officials, bar associations, and the public.

Performs other administrative duties at the direction of the Administrative Judge.

Collaborates with court divisions and departments to maximize workplace efficiency.

Assesses and resolves problems, issues, and conflicts in collaboration with subordinate supervisors.

Makes recommendations, improvements, and modifications to procedures and systems to improve processing time, accuracy, and efficiency.

Acts as grant reviewer and coordinator certification with grant managers.

Serves as liaison for establishing court capital improvement projects.

Facilitate the development and Board of Estimates of Baltimore City approval process for Memorandums of Understanding and contracts.

Prepares correspondence, reports, forms, and specialized documents.

Conducts monthly staff meetings.

Participates in employment interviews and the selection process.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the legal and criminal justice systems and programs.

Knowledge of the principles and techniques of administering and coordinating a large court system.

Knowledge of the principles and practices of budget management, accounting, and finance.

Knowledge of the court case management, calendaring, and noticing systems.

Knowledge of court technologists and new systems.

Knowledge of court security procedures and practices.

Knowledge of strategic planning techniques and procedures.

Knowledge of organizational structure, staffing patterns, and administration controls.

Ability to plan and administer Continuity of Operations Plans (COOP)

Ability to plan, organize, direct, and coordinate administrative activities of a large organization.

Ability to present recommendations clearly and strongly.

Ability to exercise judgment and discretion in applying and interpreting departmental policies, laws, rules, regulations, and procedures.

Ability to establish and maintain effective working relationships with judicial officers, employees, and the public.

Ability to supervise, train, and evaluate the work of subordinate personnel.

Ability to analyze statistical data concerning court management, caseload, interpreter services, inmate populations, and other court programs.

Ability to maintain confidentiality of sensitive information.

Administrative ability.

Strategic thinking ability.

Management ability.

Knowledge of legal and criminal justice systems, including trends and practices in court management.

Knowledge of principles, methods, and techniques of public administration, including budget preparation and administration, and personnel management.

Knowledge of organizational structure, staffing patterns, and administrative controls.

Knowledge of court technologies and new systems.

Knowledge of court security procedures and practices.

Knowledge of case management, calendaring, and noticing systems.

Knowledge of analytical methods and statistical terminology.

Supervisory ability.

Ability to administer and coordinate events and activities within a circuit court.

Ability to plan, organize, and direct the work of others.

Ability to present recommendations clearly and concisely.

Ability to exercise judgment and discretion in applying and interpreting circuit court policies, laws, rules, regulations, and procedures.

Ability to establish and maintain effective working relationships with judicial officers, employees, and the public.

Ability to supervise, train, and evaluate the work of subordinate personnel.

Ability to establish and recommend appropriate changes at the circuit court.

Ability to speak and write effectively.

Ability to maintain confidentiality of sensitive information.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

A Bachelor's Degree from an accredited college or university and five (5) years' experience exercising substantial administrative responsibility in public, business, administration, or court-related responsibilities, including three (3) years of experience managing homogeneous functions through subordinate supervisors, are required.

PREFERRED EDUCATION AND EXPERIENCE REQUIREMENTS

A Master's degree in Business Administration, Public Administration, Organization Development, Criminology, Criminal Justice, or a related field from an accredited college or university, plus six (6) years of senior management, policy-driven operational responsibilities, including three (3) years of experience managing homogeneous functions through subordinate supervisors, is required.

An Institute of Court Management certification is strongly desirable.

At the discretion of the Circuit Court Administrative Judge, an equivalent combination of training and experience may be substituted for all of the education or training listed above.

COMPENSATION:

This position is full-time with benefits.

The salary range is \$126,246.00 - \$208,130.00 annually.

The hiring salary range is \$126,246.00 to \$167,188.00 annually.

TO APPLY:

This position is open until filled. Please send a cover letter and resume detailing your executive and managerial experience to:

Ms. Jacqueline Hale, Human Resource Department
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111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
Jacqueline.Hale@mdcourts.gov
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No phone calls please
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