

Circuit Court for Baltimore City Associate Administrator - Criminal

The Circuit Court for Baltimore City is seeking an Associate Administrator to be responsible for directing and coordinating the case management and other administrative operations for the Criminal Division.

Major Responsibilities

- Assists in the development and preparation of various daily, weekly and monthly reports for the Judge In-Charge of the Criminal Division.
- Directs calendar management responsibilities as it relates to the Criminal Docket, including the oversight and coordination of all specially set trials.
- Works closely with the Judge In-Charge in preparing and submitting the Annual Criminal Caseflow Assessment Report.
- Directs the collection, analysis, and distribution of statistical information regarding criminal caseload, case management data, and any matters of interest to the Judge In-Charge.
- Acts as a liaison for the Criminal Division with relevant court divisions, parties, and agencies.
- Responds to requests for case information and disseminates case and related information to judges, court staff, attorneys, and litigants, as necessary.
- Prepares recommendations for superiors on ways to improve and enhance the workflow or case management of the division.
- Directs and coordinates the training of new staff.
- Performs special administrative projects as directed by the Administrative Judge, Judge In-Charge or the Court Administrator.
- Performs other tasks as required.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

Bachelor's Degree from an accredited college or university in business, public or court administration; criminal justice administration; political science or a related field. Five or more years of related experience in judicial operations, or criminal case management and analysis work. A master's degree is desirable. Institute of Court Management Certification is also desirable.

Knowledge, Skills, and Abilities

- Knowledge of the principles and techniques of program development, administration, and coordination.
- Knowledge of court administration, operations, and procedures.
- Ability to plan, direct, and coordinate the activities and operations of a large court division.
- Ability to communicate effectively, both orally and written.
- Ability to establish and maintain working relationships with court officials and staff.
- Ability to read, analyze, and interpret complex documents.
- Ability to write reports and other items using original or innovative techniques or style.

- Ability to define problems, collect data, establish facts, and draw conclusions.
- Ability to make recommendations and decisions to meet the Court's objectives (e.g. analyzing a problem to identify solutions).
- Ability to work independently, supervise, and train others to deal effectively with attorneys, parties, and the public.
- Ability to exercise judgment and discretion in developing, implementing, and interpreting policies and procedures.
- Ability to estimate and make recommendations for future needs and personnel costs, space, equipment, supplies, and services.
- Ability to develop and maintain cooperative working relationships. Excellent interpersonal skills.

Compensation:

This is a full-time permanent position with benefits. The annual salary range is \$79,507-\$127,043.

To Apply:

Please submit a cover letter and resume by close of business on November 29, 2024, to:

Jacqueline Hale, Human Resource Officer

Circuit Court for Baltimore City

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

