

Circuit Court for Baltimore City

ADR Administrative Assistant

The Civil ADR Office is seeking an ADR Administrative Assistant to support both the Court's Mediation and PTC (Pre-Trial Settlement Conference) programs and includes the following duties:

- Review civil cases for referral to an ADR process
- Using Mediation Office's data tracking system (ACCESS program) and the Court Judicial System's database, enter information for cases assigned to mediation
- Enter ADR outcome data as reported by mediators and settlement conference officers
- Scan and enter mediator and participant evaluations into database
- Run reports as needed
- Draft form orders and letters
- Mail mediation orders and forms

Qualifications:

- College Graduate
- Excellent organizational skills and ability to work independently
- Experience with computer database programs

Compensation:

This is a part-time/contractual/temporary position through June 30, 2016 for 3 days per week, with an hourly pay of \$25.00.

To Apply

Interested candidates must send a resume, cover letter and two references by email to Jeff.Truman@mdcourts.gov on or before January 22, 2016.

NON-CLASSIFIED POSITION

AN EQUAL OPPORTUNITY EMPLOYER