

**Circuit Court for Howard County  
Position Announcement  
OPEN TO CURRENT MARYLAND JUDICIARY EMPLOYEES ONLY**

**Job Title: Criminal Case Manager**

**Position Type: Regular Full Time**

**Opening Date: February 16, 2016**

**First Review Date: February 29, 2016**

**Grade/Salary Range: I/\$47,112 - \$61,755**

**Starting salary commensurate with education and experience**

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**This position will serve as the manager of all criminal cases and will serve as a team member for calendaring. The incumbent will report to the Director of Calendar and Caseflow Management.**

**Essential Functions:**

- Monitor Criminal and Juvenile Differentiated Case Management, including general case flow and track designations;
- Maintain Criminal Calendar and preparation of weekly hybrid calendars;
- Oversee scheduling and assignment of trials, motions, conferences and other criminal court proceedings;
- Manage and process all criminal postponement requests;
- Review systemic delays and recommend procedures to improve performance;
- Gather and analyze statistical information and complete reports as required by the County and State;
- Serve as primary liaison with other justice system members regarding our criminal caseload;
- Schedule events in UCS (the Court's case management system) and Excel as well as preparing and mailing notices of hearings and other documents;
- Answer inquiries (via email/standard mail, phone calls or in person) from the public, the Bar and other justice system members;
- Assist in the maintenance of the Court's master calendar, including assessing the need for visiting judges and assigning courtrooms on a daily basis;
- Move files, **due to the need to move files, it is required that the incumbent be able to lift 20 pounds and push a file cart;** and
- Serve as backup in the assignment and management of civil domestic and non-domestic cases.

**Knowledge, Skills and Abilities:**

- Facility with Windows based applications with an emphasis on Excel. Knowledge of UCS.
- Knowledge of the principles of calendar management;
- Understanding of State and County court structure.
- Interpersonal, communication skills and conflict resolution skills.
- Comfort with multi-tasking and working under demanding time constraints.
- Accuracy and attention to detail are required.

**Experience:** A minimum of four years' operational court experience, preferably in criminal casework with a firm understanding of court structure or equivalent experience. Requires the ability to manipulate spreadsheets, work with the UCS calendar management system and Windows.

**Education:** Undergraduate degree with concentration in relevant course of studies such as criminal justice, public administration, or related legal field. (An additional four years of experience may be substituted for an undergraduate degree).

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**Please submit a resume, salary history and references (e-mail preferred) stating the position title by 4:30 pm on the first review date to:**

Deidre J. Barksdale  
Circuit Court for Howard County  
8360 Court Avenue  
Ellicott City, MD 21043  
dbarksdale@howardcountymd.gov

The Circuit Court for Howard County is a drug-free workplace and an equal opportunity employer and values diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview may request such assistance in advance of an interview. The candidate selected for this position will be subject to a background check and must be a US citizen or eligible to work in the US. A criminal background check will be done prior to hiring of individual.