

Court Administrator Circuit Court for Baltimore City

The Circuit Court for Baltimore City, Maryland is seeking to fill the position of Court Administrator.

The Court Administrator serves as the chief administrative officer for the Circuit Court under the direction and supervision of the Circuit Administrative Judge. The Court Administrator is responsible for all phases of administration, including: human resource management; budget and fiscal planning; technology management; information management; space, facilities and equipment management; intergovernmental relations; community relations and public information. The Administrator serves as secretariat to the Bench.

Necessary qualifications include a Bachelor's Degree in Public/Business Administration, Court Administration or related field, as well as experience exercising substantial court administrative responsibilities. Also desirable is a Master's Degree in Public/Business Administration, Court Administration, or a Fellow of the National Center for State Courts Institute for Court Management.

The Circuit Court is a 33 judge trial court of general jurisdiction. The Administrator is an unclassified position and serves at the pleasure of the Circuit Administrative Judge. Annual salary range is \$80,500 - \$132,600 depending on qualifications and experience.

Interested individuals may apply by submitting a letter of interest that addresses his or her qualifications for the position as well as relevant experience, including employment history and education. Please send letter, resume and supporting documentation to:

Honorable W. Michel Pierson
Circuit Administrative Judge
Circuit Court for Baltimore City
Room 208
111 N. Calvert Street
Baltimore, Maryland 21202

E-Mail: jan.bowser@mdcourts.gov

Closing date for resumes is February 26, 2016.

The Circuit Court for Baltimore City is an Equal Opportunity Employer