

# JOB ANNOUNCEMENT

## CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

APPLICANTS WHO APPLIED FOR THIS POSITION THAT CLOSED ON DECEMBER 31, 2015 DO NOT NEED TO RE-APPLY

**POSITION TITLE:** Veterans Court Coordinator (Full-Time, Contractual, No Benefits)

**Term Expires September 30, 2016. May be Renewed, Subject to Funding Availability**

**GRADE:** G-24 (Administrative Assistant III)

**ANNUAL SALARY:** \$60,000

**LOCATION:** Veteran's Court, Circuit Court for Prince George's County, Upper Marlboro, MD

**TYPICAL DUTIES:** The incumbent, under the supervision of the Director for the Problem Solving Court Division performs a full range of assignments in a rehabilitative, hands-on setting. Responsible for planning the initial year of the Veterans' Court Program. The Coordinator researches availability of existing resources; writes/drafts policies and procedures; coordinates training for the Veteran's Court and team members; arranges for training of Veterans' Court partners; and facilitates the cooperation requisite to the court's non-adversarial approach with community partners and government officials. Responsible for the daily operation and management of the program. Organizes and attends case staffing and court hearings; ensures that participants fulfill their roles; facilitates problem solving in daily operations; ensures appropriate collection of data; and develops statistical and narrative reports. Assists the Director as a consultant and liaison on Veteran's issues pertinent to the Circuit Court for Prince George's County as well as State and local supporting organizations. Responsible for long range planning and development; researches the available resources for program maintenance and expansion; and examines program efficiency. Pursues potential grant, legislative, and/or other annual funding. Completes applications to comply with grant requirements. Cooperatively performs all tasks and duties that may not be specifically listed, but are within the general occupational category.

### MINIMUM QUALIFICATION REQUIREMENTS

Have a four-year Degree in Public or Business Administration, Public Health, Health Administration, Criminal Justice, Sociology, Social Work, Psychology or related field from an accredited university or college, with two (2) years of experience working in an environment dealing with addictions, treatment, monitoring or counseling or an equivalent combination of education and experience. Military experience and or background a plus. At least one (1) year of this experience should have involved supervision of a high level administrative staff. Experience and knowledge of the operations of the Circuit Court System of Maryland is preferred, but not required. Have the ability to interact professionally with judges, attorneys, court public officials, co-workers, colleagues and the public. The ability to speak Spanish is a plus. A completed Circuit Court for Prince George's Employment Application must be submitted for this announcement. Applications can be obtained at the address below.

**CLOSING DATE:** Applications must be received by 5:00 p.m. Eastern Standard Time (EST) on January 22, 2106

**APPLY TO:** Director of Human Resources, Court Administrative Office, Room M2407, Court House, Upper Marlboro, MD 20772. FAX (301) 952-4447 **E-Mail:** [Humanresources@co.pg.md.us](mailto:Humanresources@co.pg.md.us)

**Website:** <http://www.princegeorgescountymd.gov/sites/circuitcourt/ContactUs/HR-CircuitCourt>

**Eligibility to Work:** Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

Prince George's County Circuit Court is an Equal Opportunity Employer, Committed to Diversity in the workplace.  
This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability.

Reasonable accommodation upon request.