

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 Case Manager (Full-Time, Contractual, No Benefits)

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

GRADE: G-21, (Administrative Assistant II)

ANNUAL SALARY: \$45,000

LOCATION: Problem Solving Court, Circuit Court for Prince George's County, Upper Marlboro, MD

TYPICAL DUTIES: The incumbent under the supervision of the Veterans Court Coordinator is responsible for assessing a participant's level of risk to public safety, evaluating the participant's needs and abilities, establishing individual plans for supervision and assisting clients with various community resources. Works with court team to coordinate services/ compliance and prepares reports for court hearings and makes presentations when needed. Ensures necessary policies and procedures are complied with by participants utilizing Global Positioning System (GPS), electronic and alcohol monitoring equipment and during field urinalysis testing. Access various menus in the County computer network to enter, retrieve, and interpret information from within the Inmate Accounting System and Criminal Justice System at local, State and Federal levels. Hours may vary so must be flexible.

MINIMUM QUALIFICATION REQUIREMENTS

Must have graduated from college with a Bachelor's Degree in public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, sociology, corrections or related field, supplemented by two (2) years' experience in case management-field work or experience working in an environment dealing with adults in the areas of addiction, treatment, monitoring or counseling. Military experience and or background a plus. Have excellent organizational skills and the ability to establish priorities, take initiative, and be adaptable, multi-task oriented and attention to detail. Be able to communicate effectively both orally and in writing. Have competent computer skills in Windows environment and able to use word processing, spreadsheet and Access databases software. Must be able to work independently and as part of a team, and have the ability to interact professionally with judges, attorneys, court public officials, co-workers, colleagues and the public. Ability to speak Spanish is a plus. Applicants are subject to background check. A completed Circuit Court for Prince George's County Employment Court 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, 2016.**

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

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