

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Management Analyst

GRADE: G-21 (Administrative Assistant II)

ANNUAL SALARY: \$46,233 - \$74,363 (Negotiable, based on education and experience)

LOCATION: Family Division, Circuit Court for Prince George's County, Upper Marlboro, MD

TYPICAL DUTIES: The incumbent, under the supervision of the Director and Deputy Director of Family Division, is responsible for creating and maintaining records and reports as required, using the Court's automated database and other documentation to research and record case information as appropriate. Utilizes data collected to generate monthly reports regarding staff, unit and program performance. Provides advice and counsel to department supervisors and assists them in identifying agency goals, establishing program priorities and evaluating utilization of personnel and equipment toward goal fulfillment. Conducts research relating to current or anticipated operations with research results directed toward improvement of organization efficiency. Gathers and organizes Family Division case information in all case types to determine case flow or access to justice evaluation efficiencies. Provides mandatory statistics for quarterly reports. Meets with the Director and Family Coordinating Judge on a regular basis to discuss current procedures, make procedural changes and reports on the performance of Court's compliance with the Differentiated Case Management (DCM) Plan, Maryland Time Standards and the Family Division goals. Acts as liaison with Circuit Court Fiscal Manager on issues involving Family Division finance and budget. Participates in the maintenance of expenditure records relative to adopted budgetary limitations. Performs other duties within classification, as required.

MINIMUM QUALIFICATION REQUIREMENTS

Have a Bachelor's Degree in Social Sciences, Law, Statistics, Accounting, Public Administration or Business Administration, and two years' experience in work flow analysis in court or other public sector organization, or six (6) years of equivalent combination of education and experience. Have thorough knowledge of modern research techniques, methods and procedures practices of governmental finance, budgeting and accounting. Ability to analyze, interpret and submit oral and written reports on research findings. Ability to analyze the functions and procedures of the Division and suggest modifications and improvements. Have strong written and verbal communication skills. Has the ability to interact professionally with judges, attorneys, public officials, co-workers and colleagues. Ability to speak Spanish is a plus. Applicants are subject to background check. A Circuit Court for Prince George's County Employment application must be submitted for this announcement. Applications are available at the address below.

CLOSING DATE: All completed applications must be received in the Office of Human Resources **no later than 5:00 p.m. on January 22, 2016.**

APPLY TO: Director of Human Resources, Court Administration Office, Room M2407, Courthouse, 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.

Circuit Court for Prince George's County 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.