

# JOB ANNOUNCEMENT

## CIRCUIT COURT FOR GEORGE'S COUNTY

**POSITION TITLE:** Veterans Court Mentor/Liaison (Part-Time, Contractual, No Benefits)

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

**GRADE:** G-21, (Administrative Assistant II)

**ANNUAL SALARY:** \$22.22 Per Hour

**LOCATION:** Veterans Court, Circuit Court for Prince George's County, Upper Marlboro, Maryland

**TYPICAL DUTIES:** The incumbent, under the supervision of the Veterans Court Coordinator, is responsible for enlisting volunteers that have served or are currently in the military to serve as mentors to all the participants in the program. They will provide monthly orientation classes to all mentors and educate them on their role as mentors on how Problem Solving Courts operate. They will attend Court sessions when scheduled, participate in and lead mentoring sessions with Veterans, assist Veterans to access and navigate the Veterans Affairs system. Maintain required records of mentoring contacts and sessions and maintain privacy and confidentiality. Works with court teams to coordinate services/compliance and prepares reports for court hearings and makes presentations when needed. Hours may vary so must be flexible.

### MINIMUM QUALIFICATION REQUIREMENTS

Have a four-year Degree in Public or Court Administration, Social Work, Psychology, Criminal Justice, Business Management, Behavior Management, Public Health, Sociology, Corrections or a related field. **Must have served in the military and have an Honorable discharge.** Be able to communicate effectively both orally and in writing and ability to work independently, and as part of a team, and exercise a high degree of judgment, tact, diplomacy, and competence when dealing with others. Ability to speak Spanish is a plus. Applicants are subject to background check. A completed Circuit Court for Prince George's County Employment Application must be submitted for this announcement. Applications can be obtained at address below.

**CLOSING DATE:** All completed applications (walk-in, postal mail, e-mail and courier mail) **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 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.