

## **Circuit Court for Baltimore City Court Administration Assistant Deputy Court Administrator**

The Circuit Court for Baltimore City is hiring for an Assistant Deputy Court Administrator with significant experience in executive court management or senior managerial experience.

### **Position Overview:**

The Assistant Deputy Court Administrator of the Circuit Court for Baltimore City is an at-will, senior management-level position. Under the administrative direction of the Administrative Judge, Court Administrator, and Deputy Court Administrator, the position provides key administrative support to the Court Administrative Office by overseeing day-to-day operations and ensuring efficient service to judges, attorneys, litigants, and the public. This role coordinates clerical and administrative functions, supervises managers, coordinators, and staff, and supports the court's operational goals while maintaining compliance with court rules and procedures. Additionally, the Assistant Deputy Court Administrator assists the Court Administrator and Deputy Court Administrator in exercising their authority and responsibility in executive leadership, managerial and organizational effectiveness, fiscal planning and budget accountability, policy implementation, and facilities management and planning. The position performs duties assigned by the Court Administrator and Deputy Court Administrator in their absence. The work of this class involves supervising professional and technical support workers. An employee in this position works a conventional workweek and is subject to a 24-hour callback in emergencies. Work is performed in an office setting with normal working conditions. Work requires minimal physical exertion.

### **ESSENTIAL FUNCTIONS OF THE POSITION:**

The following examples illustrate the work performed in this position. This list is not inclusive.

The Assistant Deputy Court Administrator position may require duties not listed, if necessary, to accomplish the work of the Circuit Court.

Assists the Court Administrator and the Deputy Court Administrator in managing the Circuit Court's operations in accordance with policies established by the Administrative Judge, the Circuit Court Bench, and the Administrative Office of the Court.

Collaborates with court divisions and departments to maximize workplace efficiency.

Assesses and resolves problems, issues, and conflicts in collaboration with subordinate supervisors.

Makes recommendations, improvements, and modifications to procedures and systems to improve processing time, accuracy, and efficiency.

Acts as Grant Reviewer and Coordinator Certification with Grant Managers.

Serves as liaison for establishing court capital improvement projects.

Facilitate the development and BOE approval process for Memorandums of Understanding (MOUs) and contracts.

Prepares correspondence, reports, forms, and specialized documents.

Conducts monthly staff meetings.

Serves as Secretary at all judicial bench meetings.

Attends meetings on behalf of the Court Administrator and Deputy Court Administrator.

Reviews and coordinates all requests for reasonable accommodation from employees and the public users of the Court under the ADA.

Participates in employment interviews and the selection process.

Provides backup for the Language Coordinator for the Interpreter Program.

Assists with the planning and coordination of induction ceremonies for new judges.

Performs related work as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of legal and criminal justice systems, including trends and practices in court management.

Knowledge of principles, methods, and techniques of public administration, including budget preparation and administration, and personnel management.

Knowledge of organizational structure, staffing patterns, and administrative controls.

Knowledge of court technologies and new systems.

Knowledge of court security procedures and practices.

Knowledge of case management, calendaring, and noticing systems.

Knowledge of analytical methods and statistical terminology.

Supervisory Ability.

Ability to administer and coordinate events and activities within a Circuit Court.

Ability to plan, organize, and direct the work of others.

Ability to present recommendations clearly and concisely.

Ability to exercise judgment and discretion in applying and interpreting Circuit Court policies, laws, rules, regulations, and procedures.

Ability to establish and maintain effective working relationships with judicial officers, employees, and the public.

Ability to supervise, train, and evaluate the work of subordinate personnel.

Ability to establish and recommend appropriate changes at the Circuit Court.

Ability to speak and write effectively.

Ability to maintain confidentiality of sensitive information.

## **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

A Master's degree in Business Administration, Public Administration, Organization Development, Criminology, Criminal Justice, or a related field from an accredited college or university, plus six (6) years of senior management, policy-driven operational responsibilities, including three (3) years of experience managing homogeneous functions through subordinate supervisors, is required.

An Institute of Court Management certification is strongly desirable.

At the discretion of the Circuit Court Administrative Judge, an equivalent combination of training and experience may be substituted for all of the education or training listed above.

## **COMPENSATION:**

This position is full-time with benefits. The salary range is \$66,701-

\$106,818. The hiring salary range is \$66,701-\$86,759.

## **TO APPLY:**

This position is open until filled. Please send a cover letter and resume detailing your executive and managerial experience to:

Ms. Jacqueline Hale, Human Resource Department  
Circuit Court for Baltimore City  
111 N. Calvert Street, Room 244  
Baltimore, Maryland 21202  
[Jacqueline.Hale@mdcourts.gov](mailto:Jacqueline.Hale@mdcourts.gov)  
[www.baltimorecity.gov](http://www.baltimorecity.gov)  
TTY 396-4930

**\*\*No phone calls please\*\***

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