

Circuit Court for Baltimore City

The Circuit Court for Baltimore City is seeking a **Case Investigator** for the Baltimore City Community Service Program. The Case investigator conducts interviews and assessments for offenders referred to the program by the Circuit and District Courts. The incumbent will report to the Program Coordinator.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Conduct intake interviews and worksite placements.
- Prepare and input referrals in the Program's customized data system.
- Monitor and maintain Program's case files for compliance.
- Arrange worksites placement for volunteer services according to specified policies and procedures.
- Conduct and process CJIS background checks.
- Make Court appearances when necessary.
- Assist with worksite projects or community events.
- Update and maintain worksite log books.
- Collaborate with various Judicial Partners and worksites to ensure offenders compliance.
- Prepare written reports, status updates and termination notices to the Courts, States Attorney's and Parole and Probation agents.
- Assist in rotating to Program's satellite when needed.
- Assist with weekend site visits, upon request.
- Answer phone lines, sort mail and occasional filing.
- Perform other related duties as assigned.

EDUCATION, AND EXPERIENCE REQUIREMENTS:

Requirement- AA degree from an accredited college with at least 2 years of case management experience.

KNOWLEDGES, SKILLS AND ABILITIES:

- Knowledge of the criminal justice system
- Ability to maintain confidentiality of case material
- Ability to utilize Microsoft Word Excel, PowerPoint and Microsoft Applications.
- Ability to communicate effectively. Both orally and in writing.
- Have strong organizational skills with a keen ability to prioritize and multi-tasks.
- Ability to adhere and meet deadlines.
- Ability to perform at a high degree of independence and discretion.

COMPENSATION:

This is a grant-funded part-time position with limited benefits based on Maryland's Sick and Safe Leave policy. The hourly rate will range between \$20.00-\$26.00 per hour.

TO APPLY:

This position is open until filled. Please submit a cover letter and resume to:

Ms. Jacqueline Hale
Human Resources Department
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
jacqueline.hale@mdcourts.gov
www.baltimorecity.gov

TTY 396-4930

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

AN EQUAL OPPORTUNITY EMPLOYER