

## **Attorney Grievance Commission of Maryland Peer Review Scheduler/Coordinator**

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**Job Title:** Peer Review Coordinator (Peer Review Scheduler)  
**Position Type:** Full-time/ Non-Exempt/ Permanent  
**Salary:** \$47,881 - \$50,476 annually depending on qualifications

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### **POSITION SUMMARY:**

The Peer Review Coordinator serves as the primary administrative support for the Peer Review Committee of the Attorney Grievance Commission and its Chair. The Peer Review Coordinator performs highly responsible administrative and clerical duties, including handling and coordinating attorney communications and meetings concerning private and confidential matters. Execution of duties requires the ability to navigate and use the electronic case management system, computer proficiency, and the adeptness to learn other software programs related to the function of Peer Review.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The requirements listed below are representative of the knowledge, skills, and /or abilities required. This job description reflects management's assignment of essential functions. It is not an exhaustive list of responsibilities and does not prescribe or restrict various additional diversified tasks and assignments that may be required in this position.

- Provides administrative support to the Chair of the Peer Review Committee.
- Coordinates and schedules Peer Review meetings including receiving and making telephone calls to arrange meeting dates, times, and location with attorney and non-attorney members of Peer Review Committee, attorneys, and assigned bar counsel.
- Maintains and tracks deadlines and dates for meetings and filing reports.
- Receives, reviews, and maintains private and confidential documents and correspondence for Peer Review. Maintains the administrative email account of Peer Review.
- Initiates and drafts correspondence on behalf of Peer Review Committee Chair, including reports, forms, and documents using standard office equipment, operating system (Office 365), and/or case management system.
- Prepares form for reports and provides administrative support for Panel Chairs with respect to their assigned meeting.
- Prepares monthly case list of meetings.
- Assists in generating annual report for Peer Review.
- Maintains communication with Peer Review Committee members, including updating contact information and availability for meetings.
- Receives and maintains applications for Peer Review; drafts and sends letters of appointment.
- Assembles and distributes handbooks and training materials to Peer Review Committee members.
- Assist in training programs.
- Orders and inventories supplies for Peer Review.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to navigate case management systems/software.
- Proficient in Microsoft Office, Excel, PowerPoint, Outlook.
- Excellent interpersonal, written and oral communication skills with strong attention to detail.
- Managing priorities to meet deadlines with minimal oversight and supervision and demonstrate good organizational skills.
- Ability to communicate clearly, tactfully, and effectively with supervisors, attorneys, and public members, both verbally and in writing.
- Ability to interpret, apply, and follow Administrative and Maryland rules and procedures; exercise judgment in applying appropriate rules and procedures.
- Ability to work independently and maintain confidentiality

**EDUCATION AND EXPERIENCE:**

High School Diploma and at least four (4) years of professional clerical/administrative experience in the legal field. Applicants may substitute an Associates Degree from an accredited college for two years of the required experience or an equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved. Paralegal certification or degree from an accredited institution and/or related education pertaining to the legal field is preferred.

Beginning December 29, 2021, all new employees will be required to be fully vaccinated as a condition of their employment. Full vaccination status requires that two weeks have passed since the employee's second Pfizer or Moderna vaccination shot, or since the one Johnson and Johnson vaccination shot. Religious and medical examinations will be made on a case-by-case basis. This condition of employment is consistent with other state judiciary orders and with local, state, and federal requirements being adopted to control COVID-19 transmission rates and to safeguard the health of current personnel and the public.

**TO APPLY:**

This position will be open until filled.

**Please submit a cover letter, resume, and list of references to:**

**Marianne J. Lee**  
**Executive Counsel & Director**  
**Attorney Grievance Commission**  
**200 Harry S. Truman Parkway, Suite 300**  
**Annapolis, MD 21029**  
[Marianne.Lee@agc.maryland.gov](mailto:Marianne.Lee@agc.maryland.gov)

The Attorney Grievance Commission is a drug-free workplace and an equal opportunity employer and values diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview may request such assistance in advance of an interview. The candidate selected for this position will be subject to a background check and must be a US citizen or eligible to work in the US.