



Circuit Court for Prince George's County Civil Case Manager (G-24) REPOST

SALARY	\$38.46 - \$40.87 Hourly \$80,000.00 - \$85,000.00 Annually	LOCATION	MD, MD
JOB TYPE	Full-Time	JOB NUMBER	19-00149
DEPARTMENT	Calendar Management	OPENING DATE	04/18/2024

Nature and Variety of Work

Under the leadership of the Director of Calendar Management, the incumbent is responsible for overseeing and managing the day-to-day operations of the Civil Unit by planning, sharing directives, and coordinating workflow within the Civil Unit. The incumbent may serve as a backup to all case managers. This is a mid-level supervisory position within the Office of Calendar Management. The incumbent will provide a quality review of upcoming civil trials and monitor case status and activities to assure compliance with the court's Differential Case Management Plan (DCM). This highly responsible position requires the exercise of case-related discretion within guidelines established by the court and is charged with providing continuity in the disposition of civil matters. It is essential that the incumbent have a thorough knowledge of modernized office practices and make independent decisions in dealing with judges, magistrates, the public, and employees.

Examples of Work

Duties include, but are not limited to, the following:

- Assists the Director of Calendar Management in developing and implementing goals, objectives, and procedures for the unit consistent with court policies.
- Participates in external and internal meetings to identify areas of concern and make recommendations to the Director.
- Manages staff assignments and implements business process changes.
- Liaison with the judges and magistrates regarding scheduling for civil matters.
- Manages the trial prioritization process and reviews each case for trial certainty. Presents recommendations on which cases are likely to proceed based on the criteria established to move forward. Maintains a listing of priority, backup, and trailing cases.
- Monitors case status and events to ensure compliance with time standards established by Maryland Rule and DCM.
- Reviews, identifies, and researches the accuracy, timeliness, and quality of data entered into the case record.
- Identifies and resolves scheduling discrepancies and suggests improvements to existing procedures.
- Provides assistance to the Civil Judge by implementing initiatives and coordinating case-relating support.
- Prepares and processes notices to be sent electronically or via mail.
- Performs other duties as assigned.

Minimum Qualifications

Bachelor's degree in Social Sciences, Public, or Business Administration, supplemented by two (2) years of experience in court/office operations, preferably in County government, or an equivalent combination of education and experience.

The candidate must have two (2) years of progressively responsible supervisory experience.

Preferred Qualifications

At least two (2) years of experience in court scheduling is preferred. Knowledge of Affiliated Maryland Electronic Courts (MDEC) systems is a plus.

The candidate should also possess:

- Excellent organizational and analytical skills with strong attention to detail.
- Ability to take initiative and work under minimal supervision.
- Ability to work with a range of colleagues, from their peers to senior leadership levels.
- Ability to understand and apply the Maryland Rules of Procedure and relevant statutory provisions within established guidelines. The applicant must possess a general knowledge of legal pleadings and the ability to prepare draft orders.
- Ability to manage workflow for timely completion of work and to balance multiple priorities with competing deadlines.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work successfully under pressure and resolve issues with team members expeditiously.
- Ability to exercise discretion, uphold confidentiality, and handle sensitive information.
- Ability to interpret and follow complex instructions and perform work accurately and precisely.
- Superior customer service skills, including the ability to exercise tact, professionalism, respect, and courtesy.
- Extensive knowledge of Microsoft Office Suite, including Outlook, PowerPoint, Excel, and Microsoft Word.

The requirements listed above are representative of the knowledge, skills, and/or abilities required. This job description reflects management's assignments 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 by Judicial Officers and/or the Court Administrator.

Additional Information

All applicants are subject to a background check.

The Circuit Court for Prince George's County is a drug-free workplace and an equal-opportunity employer committed to diversity in the workplace. We do not discriminate based on race, color, religion, age, sex, marital status, national origin, physical or mental disability, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.

A request for ADA accommodations for interviews should be made at the time of notification of the interview.

****If you have already submitted an application for the position, there is no need to apply again. We are currently reviewing the applications that were previously submitted.**

Agency

Circuit Court for Prince George's County

Address

14735 Main Street
Room M2407
Upper Marlboro, Maryland, 20772

Phone

301-952-3708

Website

<https://www.princegeorgescourts.org/>

Civil Case Manager (G-24) REPOST Supplemental Questionnaire

*QUESTION 1

* 1. Which of the following best describes your level of completed education?

- Master's Degree
- Bachelor's Degree
- Associate's Degree
- Some College
- High School Diploma or G.E.D.

*QUESTION 2

* 2. If you responded 'Some College', how many credit hours have you earned?

*QUESTION 3

* 3. Please select your field of study.

- Liberal Arts
- Social Sciences (General)
- Business/Public Administration
- Psychology
- Other
- N/A

*QUESTION 4

* 4. How many years of supervisory experience do you have?

- 4 or more years of experience.
- 3 years, but less than four years of experience.
- 2 years, but less than 3 years of experience.
- 1 year, but less than 2 years of experience.
- Less than 1 year of experience.

*QUESTION 5

* 5. Describe in detail your experience working as a supervisor.

*QUESTION 6

* 6. How many years of experience do you have managing calendars?

- 4 or more years of experience
- 3 years, but less than four years of experience
- 2 years, but less than 3 years of experience
- 1 year, but less than 2 years of experience
- Less than 1 year of experience.

*QUESTION 7

* 7. Describe in detail your experience managing calendars.

* Required Question