

JOB ANNOUNCEMENT

CIRCUIT COURT FOR CHARLES COUNTY

Job Description

TITLE Circuit Court Administrator

The Circuit Court for Charles County will appoint an experienced manager as its Court Administrator.

The Administrator is the Court's operations manager who works at the direction of the County Administrative Judge to manage the court's non-judicial functions. Duties include but are not limited to:

- Preparing the court's annual budget
- Establishing and managing systems, programs and operations
- Developing and coordinating fiscal resources
- Monitoring and supervising observance of case processing standards and related reporting
- Coordinating selection, supervision and evaluation of non-judicial staff
- Responding to and managing resolution of inquiries, suggestions and complaints regarding court services
- Supervising grant application preparation and monitoring use of grant resources
- Serving as liaison to other government agencies, professional organizations and service providers
- Coordinating use of facilities and equipment

The Administrator is appointed by and serves at the pleasure of the Administrative Judge and is a Charles County government employee. Desirable qualifications include a Bachelor's Degree in public/business administration or comparable experience. Experience in court operations is a definite advantage. Advanced training or experience in court operations may be accorded preference. Minimum four years responsible professional administrative experience. Salary is commensurate with experience.

Letters of interest with accompanying resumes should be submitted by the closing date to:

Donna G. Burch
Court Administrator
P. O. Box 3060
La Plata, MD 20646

Recruitment closes at 12:00 p.m. Noon on Friday, September 4, 2009.