

Alternate Dispute Resolution (ADR) Practitioner Position Description

Offeror Agency: Circuit Court for Carroll County, Family Law Administration

The ADR Practitioner is a full time grant contingent position within the Family Law Administration of the Circuit Court for Carroll County. The regular hours are 8:30 to 4:30 Monday through Friday.

Annual salary: \$56,075 (includes 3% salary contribution for employee retirement). Also includes paid time off (PTO), court holidays, and medical & dental insurance coverage.

Education: B.A. or B.S. plus J.D., plus the required mediation training under Maryland Rule 9-205 to be a court-designated Mediator for kinds of matters 40 basic hours plus 40 hours of advanced training in Child access and domestic property issues. Training in Guardianship and CINA Mediation a plus.

Experience: participated in at least 10 ADR matters

Qualifications: Excellent written and oral communications, ability to handle difficult situations and persons, and bilingual skills (preferred, but not required)

Hours to Be Spent Related to this Project _____ 35 _____ Per week

DUTIES AND RESPONSIBILITIES:

The ADR Practitioner is to conduct same day facilitations/ settlement conferences, or mediation for all Circuit Court matters and Orphan Court matters as requested by the Courts. If appropriate, such services may also be scheduled in advance. This will include emergency matters prior to the filing of a case, and requests from other staff in Family Law Administration. In addition, the ADR Practitioner will prepare consent orders as required and supply the parties and their counsel information about services ordered or requested in such cases. The ADR Practitioner will be required to maintain the information on all ADR services performed and follow up on the status of said services, and maintain grant statistical information.

The ADR Practitioner is to perform such other duties as may be required by the Family Law Administrator, such as, but not limited to, speaking to outside groups about the services offered by the Family Law Administration and about the values of ADR to parent groups.

The ADR Practitioner must agree to be a member of Maryland Program for Mediator Excellence (MPME) and maintain membership by completing the required annual education. The ADR Practitioner must continue in good standing as a mediator under Maryland Rule 17-205 and Rule 9-205 by taking the required continuing education.

By December 1, 2021, please send resumes directly to Powel.welliver@mdcourts.gov or fax to 410-751-5339.