

## **Domestic Case Navigator Position Opening**

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

The Domestic Case Navigator is a **full-time grant contingent position** within the Family Law Administration for the Circuit Court for Carroll County. The hours for this position are 35 hours per week 8:30 am to 4:30 pm Monday through Friday. The employment contract will include paid time off (PTO), court holidays, and medical and dental health insurance. The annual salary is \$37,109.80 (\$20.39 per hour) which includes a 3% salary contribution for employee retirement.

**Education:** Associate's Degree or Paralegal training preferred. This requirement may be substituted by at least one year experience in the court system or a family law practice.

**Experience:** Knowledge of domestic case procedures and MDEC is preferred, but general knowledge of court procedures is required at a minimum.

**Qualifications:** Excellent written and oral communications, ability to handle difficult situations and persons, bilingual skills (preferred but not required), ability to use Microsoft Word, Excel and Access.

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**Hours to be spent related to this Project 35 Per Week**

### **DUTIES AND RESPONSIBILITIES:**

The Domestic Case Navigator is responsible for: 1) answering general questions from the public and self-represented litigants about available services, and general court procedures. 2) assisting the self-represented litigant in completing state judiciary form pleadings 3) maintaining grant statistical information relating to the position. 4) performing such other duties as may be required by the Family Law Administrator.

Applications will be accepted until May7, 2020 by mail, email, fax, or hand delivery to: Attn: Powel Welliver, Family Law Administration, 55 N. Court St., Suite 208, Westminster MD 21157. [Nathan.hoyle@mdcourts.gov](mailto:Nathan.hoyle@mdcourts.gov) phone:410-386-2402 fax:410-751-5339.