

Circuit Court for Carroll County
Family Law Administration

The Circuit Court for Carroll County seeks to hire a **Deputy Family Law Administrator**.
Grade/Salary Range: K05 / \$44,046 - \$75,949

The Deputy Family Law Administrator is a full time grant funded 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. Benefits include eligibility for healthcare plans including medical, prescription, vision, and dental, paid annual leave, sick leave and court holidays, life insurance and tuition reimbursement. This position requires mandatory participation in the Carroll County Government pension plan with a 5% contribution.

Job Description:

The Deputy Family Law Administrator reviews all domestic cases filed and prepares orders referring litigants to mediation and/or parent education classes. The Deputy also assists in grant writing and management, office and personnel management, assists counsel and unrepresented parties in finding resources and reaching consent orders in domestic violence cases.

Essential Functions:

- Manage day to day operations and personnel of the Family Law Administration office under the direction of the Administrator;
- Assist the Family Law Administrator in the overall monitoring, development, and implementation of programs for family cases, including, but not limited to, mediation and legal services for self-represented litigants, co-parent education classes, evaluations for domestic cases, and the management of the Carroll County Visitation Center.
- Review applications for Court-Appointed Mediators, Best Interest Attorneys, Psychologists, and Custody Evaluators together with the Family Law Administrator and maintain current rosters for the Court;
- Supervise mediators and conduct mediation and ADR training sessions in addition to direct observations of mediations at least once per year;
- Provide mediation services for Child in Need of Assistance, and Termination of Parental Rights cases;
- Provide day-of-trial mediation in domestic cases and facilitate negotiations in final protective order cases when requested by the court, parties and counsel, and draft orders and agreements as necessary;
- Track and maintain quarterly statistics for existing grants; and

- Assist the Family Law Administrator with annual budget requests, modifications, and grant awards.

Experience: Bachelor's degree required, JD strongly preferred, plus meet the qualifications of a court-designated mediator as required by Maryland Rule 9-205(c). Supervisory experience, experience with grant writing and management, case management and services coordination. Experience with family law cases, docket management, and knowledge of Maryland domestic law necessary. Budget management experience necessary.

Additional Desired Skills: Excellent written and oral communication, ability to interact with the public, Microsoft Office proficient, knowledge of statistical tracking and database reporting, ability to handle multiple detail-oriented tasks at once and meet deadlines.

Application Procedure: Please submit a cover letter, resume, and references as a single PDF document to Nathan.Hoyle@mdcourts.gov.