



Job Announcement

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Opening Date:	May 20, 2010	Closing Date:	June 10, 2010
Job Title:	Domestic Violence Specialist	Position Type:	Regular Full Time
PIN:	077532	FLSA Status:	Exempt
Location:	Administrative Office of the Courts - Family Administration Annapolis, Maryland	Grade/Entry Salary:	J16 \$52,155 - \$62,540 (Depending on Qualifications)
		Financial Disclosure:	Yes

Regular State employees subject to promotion/demotion policy

Essential Functions: Develops and implements policy initiatives to improve the Judiciary's case management and response to domestic violence cases and to improve the Judiciary's response to domestic violence issues. Serves as a liaison with key partners in the field of family violence including: the Family Violence Council, the Maryland Network against Domestic Violence, advocacy organizations, the Maryland State Police and local law enforcement agencies, the Governor's Office of Crime Control and Prevention and others. Staffs Judicial Conference, Committee on Family Law, Domestic Violence Subcommittee and other work groups. Drafts domestic violence related forms, manuals and tools for court use. Researches domestic violence and other issues and maintains expertise in current law and policy innovations. Monitors Grantees through reviewing quarterly, annual and other reports and conducts site visits. Monitors and expands Protective Order Advocacy and Representation Projects, and other court based initiatives. Applies for and manages federal and other grants. Provides technical assistance to Maryland courts on domestic violence issues and developing programs that respond to domestic violence issues and the court response to domestic violence cases.

Education: Bachelor's Degree in a related field from an accredited college or university.

Experience: Five years of professional experience working in family law, including domestic violence cases, policy development and grants management.

Preferred: Juris Doctor.

Skills/Abilities: In-depth knowledge of state and federal laws relating to domestic and family violence and family law systems in general; knowledge of the Maryland Rules and of best practices in the field of domestic violence and best practices of the courts. Ability to conduct legal and statistical research with excellent writing, presentation, and communication skills. Ability to work independently and follow through on major tasks. Ability to work well with others and establish professional relationships. Ability to use database and spreadsheet software. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title and PIN. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.