#  40065

**Case Manager I**

**Grade: 6**

**FLSA: Non-Exempt**

**Date:** **01/19**

**Job Summary:** Responsible for scheduling of cases (criminal/civil) for Judges and Magistrate. Maintain daily, weekly and monthly dockets for Judges and Family Magistrate. Assist Senor Judges for scheduling of new cases. Performs other duties as assigned.

**Essential Functions:**

1. Schedules all circuit court cases for criminal and civil hearings, scheduling conferences, pre-trials and bond hearings;
2. Maintains daily, weekly, monthly and yearly court schedule;
3. Coordinate Case Management staff schedules;
4. Provides support for Senior Judges during scheduling conferences and other hearings;
5. Creates schedules with different agencies for hearing dates with different Judges;
6. Maintain schedule of Grand Jury/Jury Assembly rooms for various meetings;
7. Post daily dockets in the courthouse kiosk for the public and litigants information as to their appropriate court room;
8. Draft and disburse weekly docket to various agencies and courthouse personnel; 9. Any additional tasks as assigned by the Case Manager Supervisor;

10. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to effectively communicate in person and in writing with other staff, attorneys, courtroom personnel, department personnel and the public;
2. Ability to make decisions in accordance with established laws, Maryland Rules and Federal guidelines and to apply policies to daily work problems;
3. Ability to handle questions, concerns and situations which may arise which require discretion;
4. Knowledge of effective business English, grammar, legal terminology;
5. Ability to prioritize and multitask;
6. Ability to keep accurate records;
7. Ability to be flexible and add/move/continue/amend cases and dockets at short notice;
8. Ability to deal with challenging self-represented litigants during the course of scheduling cases;
9. Ability to operate relevant computer systems, copy machine, printers and scanners; 10. Ability to learn and master the MDEC system to complete tasks.

# ST. MARY’S COUNTY GOVERNMENT 1

Case Manager I

##  40065

**Education and Experience:**

1. Bachelor’s degree preferred, must have High School Diploma;

2. Five (5) or more of related experience in the legal field;

3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves high risks with exposure to potentially dangerous situations, which require a range of safety and other precautions, e.g., aggressive human behavior, or similar situations where conditions cannot be controlled.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Representative Date

Your signature below indicates that you have received a copy of this position description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date

# ST. MARY’S COUNTY GOVERNMENT 2

Case Manager I