

CIRCUIT COURT FOR BALTIMORE CITY

Civil Division

The Circuit Court for Baltimore City, Civil Division has a **position** for a **Guardianship Attorney (GA)**, to be responsible for the protection and promotion of interests of disabled and incapacitated adults under the jurisdiction of the court. The Guardianship Attorney will serve as general liaison between the court and the guardians and under the supervision of the General Magistrates.

Under the direction of the General Civil Magistrates, the Guardianship Attorney will have the following responsibilities:

- Review all petitions for guardianship of the person and/or property of an adult (including expedited and emergency guardianships).
- Evaluate petition and exhibits for completeness. If the petition or exhibits are incomplete, then the GA shall communicate with counsel for Petitioner/Petitioner in writing or by telephone to explain the deficiencies.
- Upon a determination by the GA of the completeness of the petition and exhibits, the GA shall issue any required orders, i.e., order appointing attorney and Show Cause Order.
- Schedule all expedited and emergency guardianship hearings, review affidavits of service, and prepare final orders.
- As to non-expedited guardianships, the GA shall refer appropriate cases to mediation.
- As to non-expedited guardianships, the GA shall review all lines filed after issuance of the show cause order and affidavits of service and issue additional show cause orders, as needed, then shall review final affidavits of service and answers, prepare final orders, and request that civil assignment schedule hearings.
- Maintain statistical database for the adult guardianship assistance petitions and provide statistical information to the Court's Administrative Analyst.
- Assist the Court's Administrative Analyst and Differentiated Case Management Coordinator in the continued development, implementation and compliance of the differentiated case management plan.
- Prepare for and attend meetings, and create minutes for meetings with supervisory judges, the Guardianship Bar, and guardianship work groups.
- Maintain a list of court appointed counsel for alleged disabled persons and attorneys willing to serve as guardians of the property.
- Participate in/oversee training of court appointed counsel, attorney guardians of the property, and lay guardians of the persons and property.
- Provide oral testimony at Court hearings, as requested.
- Perform other duties as assigned.

Qualifications:

- **Must have a J.D degree**
- Guardianship experience is required.
- The Guardianship Attorney shall:
 - o Be able to work independently
 - o Must be able to communicate effectively both orally and in writing.
 - o Must be familiar with all applicable statutes and Maryland Rules, as well as case law.
 - o Must have the ability to exercise a high degree of judgment, tact, diplomacy, and competence dealing with judges, court personnel, attorneys, self-represented litigants, and the public.
- - o Must be able to identify problems, provide solutions and work with confidential and/or sensitive data.
 - o Must be able to perform basic mathematical calculations and analyses.
 - o Must be able to use Microsoft Word and/or other word processing programs efficiently.
 - o Must have excellent organizational and record keeping skills.
 - o Must be detailed oriented.

Compensation: Salary is \$65,900 with opportunity for advancement. This is a full-time position with benefits.

To Apply: Please send resume, cover letter, references and writing sample postmarked by Friday, July 31, 2017 to:

Ms. Gwen Henderson, Human Resource Officer
Circuit Court for Baltimore City
Administrative Office
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
Fax: 410-396-1545

The Circuit Court for Baltimore City is an Equal Opportunity Employer.

Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that the employee or the Court may terminate the employment relationship at any time, with or without cause. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents, including Baltimore City Personnel Compensation policies.

The Circuit Court is committed to maintaining an Alcohol & Drug Free Work Environment. If selected for the announced position, the applicant will be subject to an Alcohol & Drug screening as a condition of employment.