

**DEPUTY COURT ADMINISTRATOR
ALLEGANY COUNTY CIRCUIT COURT**

SUMMARY

Under the direction of the County Administrative Judge and the Court Administrator, the Deputy Court Administrator is responsible for assisting the Court Administrator in managing and directing all aspects of court operations and administrative support activities for the Circuit Court for Allegany County.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Principles and practices of supervision, personnel administration, budget and grant application management, coordinates ADA and language interpreter requests and case flow management support.

Ability to: Perform a broad range of supervisory responsibilities over others; Plan and conduct studies designed to improve the management of Court functions; work cooperatively with the judiciary, Court staff, members of the Bar, other local, State and federal agencies, the media, and the public; communicate orally with customers, co-workers, and the public in face-to-face in one-to-one settings and using a telephone; produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar; conceptualize and provide requirement statement for automation of Court business systems; comprehend and make inferences from written materials; maintain effectiveness under stressful conditions; work safely without presenting a direct threat to self or others.

QUALIFICATIONS

Associates Degree from an accredited college or university in court, judicial, business, and/or public administration, or closely related field. A minimum of three years in private or public employment in positions requiring the planning and execution of administrative operations, budgeting, and control of revenue and expenditures, including two years of responsible supervisory experience.

(A comparable amount of training and experience may be substituted for the minimum qualifications.)

SALARY AND BENEFITS

This position is classified at Grade 9 with a salary range of \$37,079 - \$70,459 and a complete County benefits package including health and life insurance, paid leave, and pension.

**Applications and Complete Job Description are available
in the Main Lobby at the address below or on the Web at:**

<http://alleganygov.org/Jobs.aspx>

(NO PHONE CALLS PLEASE)

Applications are required and must be returned to:

Allegany County Office Complex

701 Kelly Road

Cumberland, MD 21502

*****Mailed applications must be postmarked no later than December 2, 2022*****

DEADLINE FOR APPLICATION IS FRIDAY, DECEMBER 2, 2022

ALLEGANY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER