



Job Announcement

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RE-POST

SUBSTITUTION ADDED TO MINIMUM QUALIFICATIONS

Opening Date:	January 30, 2014	Closing Date:	Open Until Filled
Job Title:	Assistant Investigative Counsel	Position Type:	Contractual Full Time (Flexible Work Hours)
PIN:	927001	FLSA Status:	Exempt
Location:	Commission on Judicial Disabilities Crownsville, Maryland	Grade/SalaryEntry Range:	J17 \$28.75 - \$34.49 (Depending on Qualifications)
Financial Disclosure:	No		

Essential Function: The Assistant Investigative Counsel (“AIC”) serves at the pleasure of the Commission on Judicial Disabilities (“Commission”) in providing services for the two-tiers of the Commission. The purpose of the AIC is to assist the Investigative Counsel by performing the following duties: conduct the investigation of complaints assigned to the AIC that were submitted to the Commission on Judicial Disabilities; determine whether complaint has merit and meets the legal and jurisdictional requirements of the Commission; conduct an investigation that involves reviewing court documents and other documents, reviewing tapes or transcripts of judicial hearings and interviewing attorneys and witnesses; respond to complainants and advises complainants of their right to file a formal complaint and the process; prepare memorandums and materials for Judicial Inquiry Board (“Board”) and Commission meetings; assist in the preparation of hearings held before the Commission; attend and participates in one Board and one Commission Meetings, during the evening in person or by teleconference, each month; assist with witness interviews and meeting with judges; assist outside counsel appointed to handle IC duties; perform the full investigative process when the IC has been recused; travel throughout the state to conduct investigations, research court records and attend meetings; and perform all other duties as assigned.

Education: Juris Doctor (JD) degree and a member of the Maryland Bar in good standing.

Experience: A minimum of three years work experience as a practicing attorney with strong and effective communication and writing skills.

NOTE: One year of the required experience can be substituted with previous judicial law clerk or investigative experience.

Preferred: Experience reviewing documents and preparing memoranda.

Skills/Abilities: Knowledge of Maryland Rules, specifically Maryland Rule 16-803 through 16-810 and the Canons of Judicial Conduct. Knowledge of court systems and legal terminology. Ability to conduct investigations and research. Ability to analyze and evaluate data. Ability to make independent decisions, exercise discretion and sound judgment, often involving complex issues, and to exhibit a high degree of professionalism. Ability to tactfully, responsibly and respectfully deal with sensitive, confidential communications with judges being investigated and charged, anxious or hostile witnesses, complainants and others. Possess good interpersonal skills. Ability to create and produce legal documents. Ability to set priorities and simultaneously perform multiple duties and responsibilities, balancing ongoing assignments with the urgency of immediate demands. Ability to handle a high level of responsibility with minimal supervision. Ability to communicate, both orally and in writing, with the public, judges, attorneys and other staff, in a patient and effective manner. Ability to travel throughout Maryland in conducting the work of the Commission. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or cover letter and resume stating position title, PIN number, and location. Materials must be received in the Human Resources office at the address below. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

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.