

# GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

**JOB TITLE:** Family Services Coordinator  
**DEPARTMENT:** Circuit Court for Garrett County  
**REPORTS TO:** Judge of the Circuit Court  
**FLSA STATUS:** Exempt

**SUMMARY:** This position is responsible for the planning, developing, and coordinating of Garrett County Circuit Court's Family Support Services Program. Supervision will be from the Circuit Court Administrative Judge. This person serves at the pleasure of the Garrett County Circuit Court Administrative Judge.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Compiling, maintaining, and providing lists of available public and private family support services.
2. Coordinating and monitoring referrals in actions assigned to the Family Court Division.
3. Develop and administer court-operated services to families and children including: supervised visitation and monitored exchange programs, services to pro se litigants, child counsel and guardian ad litem programs, and programs for juvenile offenders and children in need of assistance.
4. Arrange for crisis intervention and emergency assistance to families appearing before the court; offer informal counseling and referrals for services.
5. Conduct assessments of individuals and families to determine their needs and the needs of the Court in relation to pending cases and make appropriate referrals.
6. Establish relationships with community-based agencies; facilitate and maintain interagency collaboration.
7. Research and pursue additional funding for family programs and services.
8. Develop and maintain resource materials for families who use the court and publicize and promote court services within the community.
9. Provide continuity in the disposition of Family cases and exercise case-related discretion, with guidelines established by the Court.
10. Review the pleadings for legal sufficiency and contact counsel or pro se litigants to bring deficient documentation into compliance.
11. Communicate with assignment personnel regarding scheduling hearings, assist and attend hearings, including domestic violence hearings, if needed.
12. Other Duties as directed by the County Administrative Judge and/or Magistrate.

Additionally, self-represented litigants often have questions concerning **procedure** or requests for **community resources** that are beyond the responsibility of the Clerk's Office. The Clerk refers those inquires to the Coordinator.

In addition to fielding inquiries from self-represented litigants, the coordinator also assists attorneys as required in both case management and community resources.

### QUALIFICATIONS:

- ❖ To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.
- ❖ Strong and effective written and spoken (English) communication skills
- ❖ Ability to develop and maintain effective working relationships with co-workers and others, and to demonstrate a high degree of judgment, tact, diplomacy and competency in dealing with Judges, Magistrates, attorneys, court personnel and the public.
- ❖ Ability to work with sensitive information and maintain appropriate confidentiality
- ❖ Ability to effectively organize work, determine priorities and complete assigned duties with minimal supervision

### EDUCATION and/or EXPERIENCE:

- ❖ Associate Degree is required preferably in the following fields: Criminal Justice, Business Management, Social Work; or a closely related field, with a minimum of two (2) years' experience working with troubled youth and families.
- ❖ Bachelor of Science Degree is preferred
- ❖ Experience developing and administering court and family programs is preferred.
- ❖ Experience, training or certification as mediator in the family law area is preferred.

### MATHEMATICAL SKILLS:

Basic knowledge of math.

### RESPONSIBILITY:

Apply principles of logical thinking to a wide range of court related data, situations and problems dealing with diverse types of individuals.

### CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License

### PHYSICAL DEMANDS:

Dealing with all types of people and personalities. Must be able to deal with a variety of situations in court and in the office.

### WORK ENVIRONMENT:

The work environment characteristics described are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Predominately an office environment.