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| Position | Program Director, Judicial Services, and Information Privacy |
| Closing Date | May 1, 2024 |
| Location/Type | Hybrid- Administrative Office of the Courts 187 Harry S. Truman Parkway Annapolis, Maryland 21401 |
| Salary | \$135,000 |
| FLSA Status | Exempt |
| Position Type | Full Time/At-Will |
| Financial Disclosure | Yes |

The Maryland Judiciary offers a generous benefit package including medical, dental, vision, life insurance, paid time off, paid holidays, tuition assistance, continuing education programs, employee assistance programs, and State Retirement and Pension plans. Telework, up to 2 days per week, may also be available. Telework eligibility is based on job functions and the approval of the Administrative Head.

[Maryland Judiciary Benefits \(mdcourts.gov\)](https://mdcourts.gov/benefits)

[About the Maryland Court System | Maryland Courts \(mdcourts.gov\)](https://mdcourts.gov/about)

To Apply

Essential Functions:

The Program Director for Judicial Services and Information Privacy is responsible for the direct oversight of analyzing, designing, implementing, and evaluating all aspects of the Judge Andrew F. Wilkinson Judicial Security Act relating to the Office of Information Privacy, and managing staff who provide support to Judicial Services and Information Privacy Unit. The areas of oversight include but are not limited to, address confidentiality program, judicial nominating process, judicial officers' financial disclosure process, law clerk and legal intern processing, judicial officers onboarding, judicial officer benefits program(s), and career assistance to judicial officers throughout their tenure with the Maryland Judiciary.

Education:

Bachelor's degree from an accredited college or university.

Experience:

Seven (7) years of experience in personnel protection and investigations with (3) years of data analytics experience. Four (4) years of supervisory experience.

Preferred: Knowledge of court systems and one (1) year of human resources experience.

Note:

Additional professional human resources experience as defined above may be substituted on a year for year basis for up to four (4) years of the required education.

Knowledge, Skills, and Abilities:

Knowledge of federal and state privacy laws, including the Judge Andrew F. Wilkinson Judicial Security Act.

Knowledge of classified and open-source research and data analysis methods and techniques.

Knowledge of data analysis using Microsoft Excel and other data management software.

Knowledge of state laws, rules, regulations, executive orders, and administrative orders affecting the judicial selection process and Judges and Employee Pension System.

Knowledge of court systems and the policies and practices of the Maryland Judiciary.

Knowledge of software systems to respond to challenging projects.

Skill in complex, professional oral and written communication, including developing and delivering presentations.

Skill with managing data and database systems for tasking identification and tracking of privacy, judicial nomination, financial disclosure, and other programs.

Skill in effectively leading and managing a team.

Skill in meeting and dealing with people in a courteous and tactful manner.

Skill in effective listening and interpersonal relations.

Skill in analytical, operational, and organizational functions.

Additional Responsibilities:

Travel is required to court locations, judicial units, and administrative offices throughout the State of Maryland.

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, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or

expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation during the application and/or interview process should send their request via email to ADA@mdcourts.gov. Applicants must be United States citizens or eligible to work in the United States.