**JOB ANNOUNCEMENT**

**Position:** Baltimore City Circuit Court Medical (Psychiatric)) Division **Deputy Director**

The Circuit Court Medical Office for Baltimore City provides psychiatric, psychological, and social work evaluations for numerous types of Court related cases. We also have a several other programs, such as supervising staff for the Mental Health Courts for Baltimore City.

**Primary Job Duties:**

1. Manage the daily operations of an office consisting of 25 staff members including administrative assistants, social workers, psychologists, psychiatrists, and consultants.
2. Fiscal and Budgetary Oversight: This includes managing the office’s budget and contracts.
3. Developing and implementing Divisions goals, policies, and procedures in conjunction with the Chief Medical Officer. This could include grant writing.
4. Clinical Functions: As time permits, conduct clinical evaluations on juvenile and family law related cases.
5. Work as divisional liaison to the Courts (Circuit and District Courts for Baltimore City): meetings with judges, participate in divisional meetings, contact person for concerns by the Judges and Magistrates.

**Salary Range: $73,868.00 – 83,868.00**

**Degree requirements**: Maryland License – LCSW-C

**Contact Information:**

Please send letter of interest and CV to [larry.heller@mdcourts.gov](mailto:larry.heller@mdcourts.gov); For questions about the position call Lawrence Heller, Chief Medical Officer, 410-396-5013. The address for the position is: 111 North Calvert Street, Courthouse East, Medical Division, Room 100, Baltimore 21202