



State of Maine Judicial Branch CHILD PROTECTIVE AND JUVENILE PROCESS SPECIALIST

The Child Protective and Juvenile Process Specialist (“Specialist”) is responsible for assisting in the improvement of public service in all child protection and juvenile cases. The person serving in this position supports case management, case processing, data collection and other case processing activities in child protective and juvenile proceedings. The incumbent will gather data and information, analyze trends, research possible solutions, make recommendations for improvement, identify impediments to implementation of new policies and procedures, and assess resource and training needs.

The Specialist is the Family Division’s lead content expert in child protection and juvenile cases and programs and the primary liaison between the AOC and the Chief Judge of the District Court for these areas. The Specialist works in courthouses with judicial officers on a regular basis and serves a major role in the development of child protection and juvenile content for the Judicial Branch (for example, pamphlets, guidebooks, website information, benchbooks, benchcards). The Specialist will develop educational materials and conduct trainings and conferences on child protection and juvenile matters. The Specialist has substantial administrative duties managing Court Improvement Program (“CIP”) grants. This is a full-time, grant-funded position based in Portland. Statewide travel is required.

Salary Information: Salary Information: Grade 18; salary range is \$63,169.60 - \$82,222.40, increasing to Grade 19; salary range \$68,224.00 - \$88,795.20 in April 2019; full time/plus generous fringe benefits. These include: a defined benefit pension plan; paid life insurance; health, dental and vision plans; flexible spending arrangements; paid holidays, vacation and sick leave; employee assistance program; tuition reimbursement; child and elder care reimbursement; gym reimbursement program; and 457(b) deferred compensation plan.

This posting will remain open until October 5, 2018. Cover letter and resume required. Only online applications will be accepted.

<http://www.courts.maine.gov/jobs/jobs.html>

The Judicial Branch is an EEO/AA employer.