



Maryland Judiciary

Job Announcement

<http://www.courts.state.md.us/careers/index.html>

Closing Date:	Open Until Filled
Office:	Office of Professional Development, Judicial College of Maryland Annapolis, Maryland
Range/Salary:	\$54,599 - \$65,315 (Depending on Qualifications)
FLSA Status:	Regular, Exempt
Financial Disclosure:	Yes

Through your expertise in adult education and professional development, you could provide invaluable support to the Maryland Judiciary's Judicial College! If you are motivated and committed to enhancing professional skills and encouraging lifelong learning practices, the Maryland Judiciary has the career for you!

Essential Functions:

The Professional Development Training Specialist provides job-related training and professional development for Judiciary employees. Such training and development includes but is not limited to: Fundamentals of Customer Service, Getting it Done While Getting Along, Goal Setting, Managers Guide to Dealing with Change, Conflict Resolution, Creating a Work-Life Balance, Dealing with Difficult Customers, Diversity Issues in the Workplace, Effective Communication, and Effective Meetings.

This position is responsible for researching, developing, and facilitating various training methods including for face-to-face, instructor-led classes, as well as conducting webinars and facilitating online courses. Develops eLearning courses based on adult learning principles. Prepares course outlines and develops course materials and transfers of learning to support course curriculum. Administers the Judicial College's Lending Library. Conducts training sessions at court locations throughout Maryland, travel may be required. Performs other related duties as assigned.

Education:

Bachelor's degree from an accredited college or university in Education, Instructional Design or a related field.

Experience:

A minimum of three (3) years of teaching experience in facilitating instructor-led training, facilitating distance learning, and using adult learning principles, or two (2) years of professional experience in employee development and training.

Preferred:

Experience in Camtasia and/or Articulate Storyline. Knowledge in developing eLearning courses based on adult learning principles.

Skills/Abilities:

Ability to successfully complete assessments during the interview process that evaluate course content development skills and course content delivery skills. Knowledge of adult learning principles, including effective practices and techniques of training and development; Knowledge of the principles of management and leadership; Knowledge of the court mission, structure, culture, policies, procedures, and forms; Ability to research and develop subject matter expertise over a wide range of topics; Ability to integrate knowledge and skills into effective written presentation outlines; Ability to deliver educational and results-oriented presentations using engaging public speaking skills; Ability to work on multiple projects and programs simultaneously; Ability to establish and maintain effective working relationships with co-workers, court administrators, managers, vendors, and training program participants; Ability to operate electronic support equipment (laptop, projector, audio systems); Ability to use computer software to create interactive and responsive online content, design manuals, handout materials, databases, presentations and other correspondences; Ability to travel throughout the state of Maryland; Ability to perform all essential functions of this position.

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 for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.

Apply online: Job ID 1862

https://careers.mdcourts.gov/psp/hrprdcg/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?FOCUS=Applicant&FolderPath=PORTAL_ROOT_OBJECT.HC_HRS_CE_GBL2&IsFolder=false&IgnoreParamTempl=FolderPath%2cIsFolder