

ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
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November 1, 2011

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Honorable Edward J. Kasemeyer
Chair
Senate Budget & Taxation Committee
3 West, Miller Senate Building
Annapolis, Maryland 21401-1991

Honorable Norman H. Conway
Chair
House Appropriations Committee
Lowe House Office Bldg., Rm. 131
Annapolis, Maryland 21401-1991

Re: Organizational Charts and
Vacant Positions

Dear Chairman Kasemeyer and Chairman Conway:

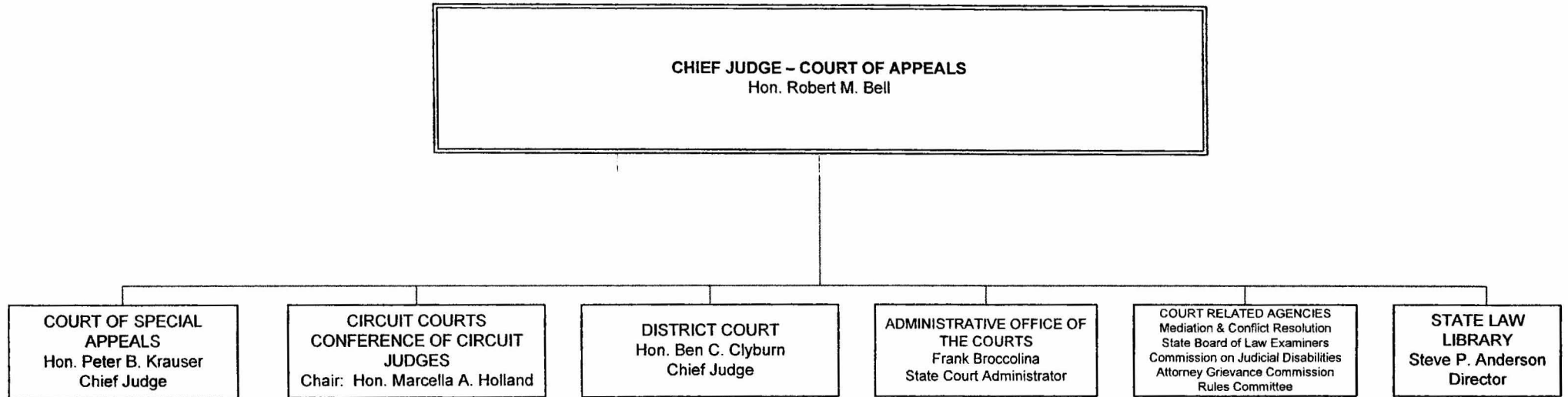
As directed in the 2009 *Joint Chairmen's Report*, enclosed is an organizational chart for each of the budget programs, as well as a list of all vacant Judiciary staff positions as of October 1, 2011.

Sincerely yours,

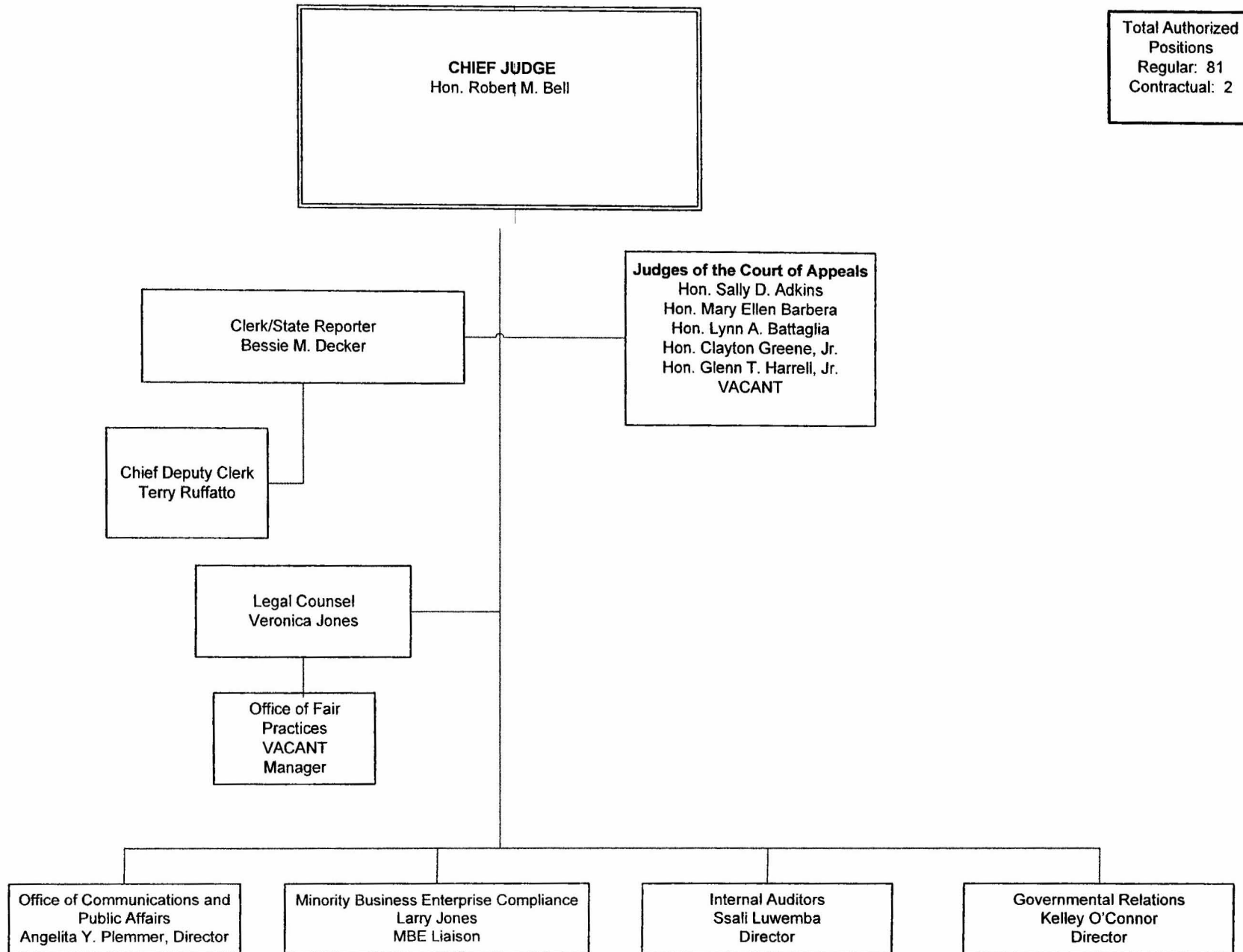
Frank Broccolina
State Court Administrator

cc: Judicial Cabinet
Judicial Council
Faye D. Matthews
Allen Clark
Sharon Ball
Tammy Sitar
Dana Brooks
Kelley O'Connor
Flora Arabo

JUDICIAL BRANCH



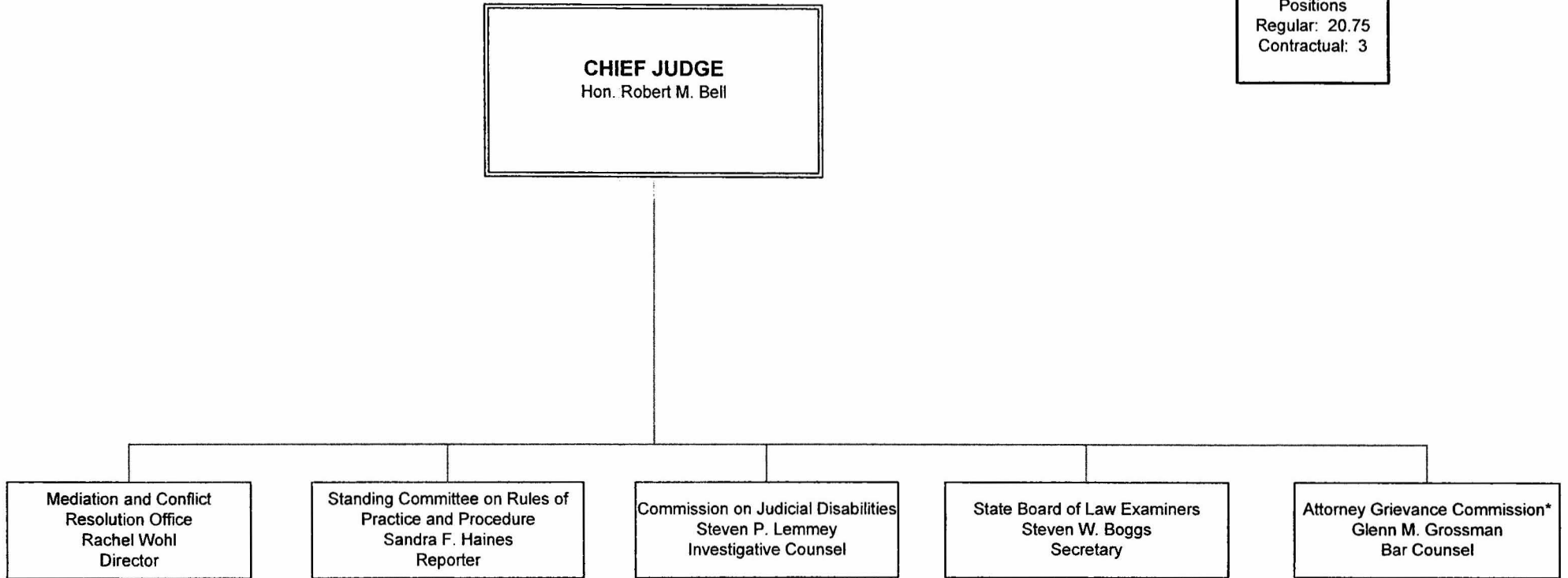
COURT OF APPEALS



Total Authorized Positions
Regular: 81
Contractual: 2

COURT-RELATED AGENCIES

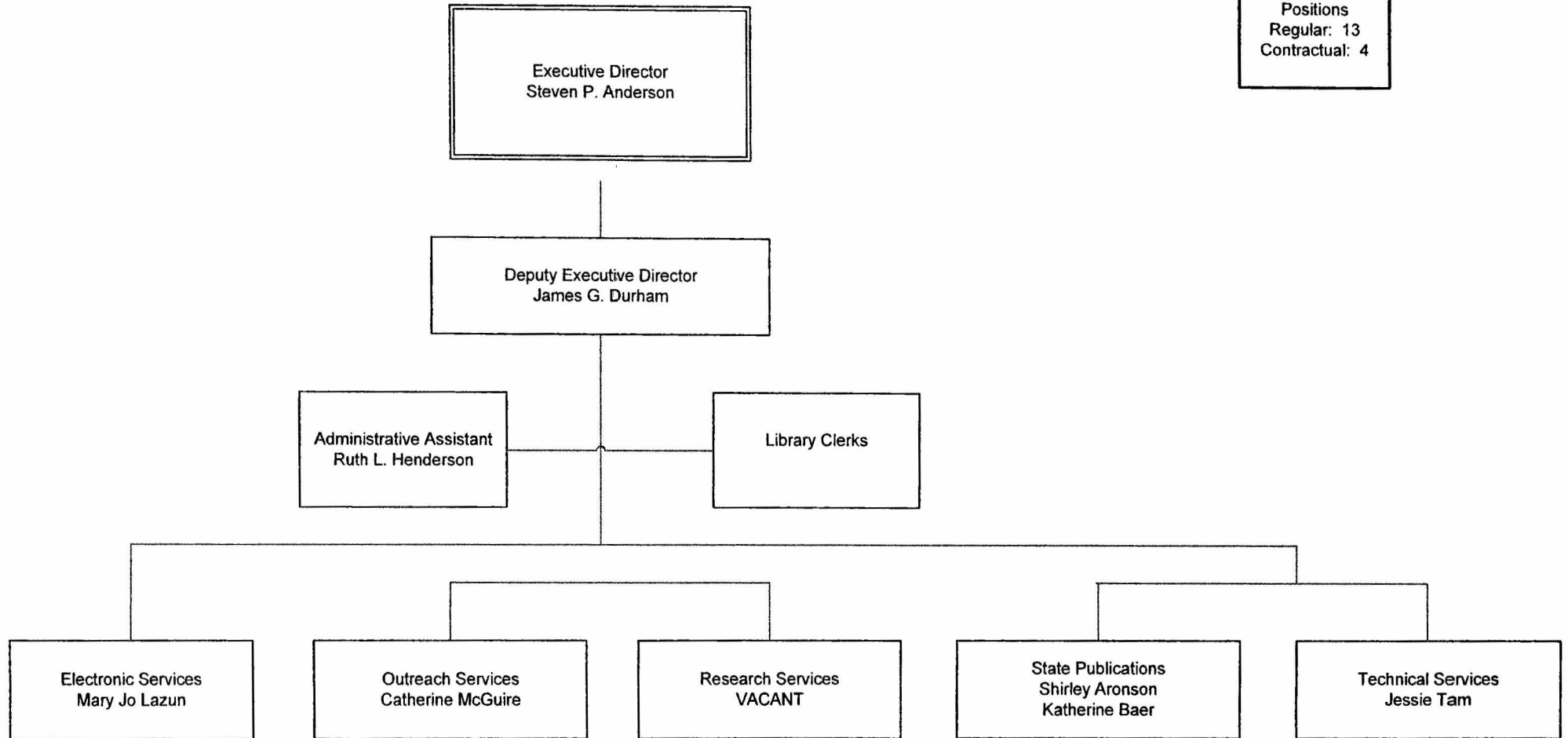
Total Authorized
Positions
Regular: 20.75
Contractual: 3



* Not part of the Judiciary budget.

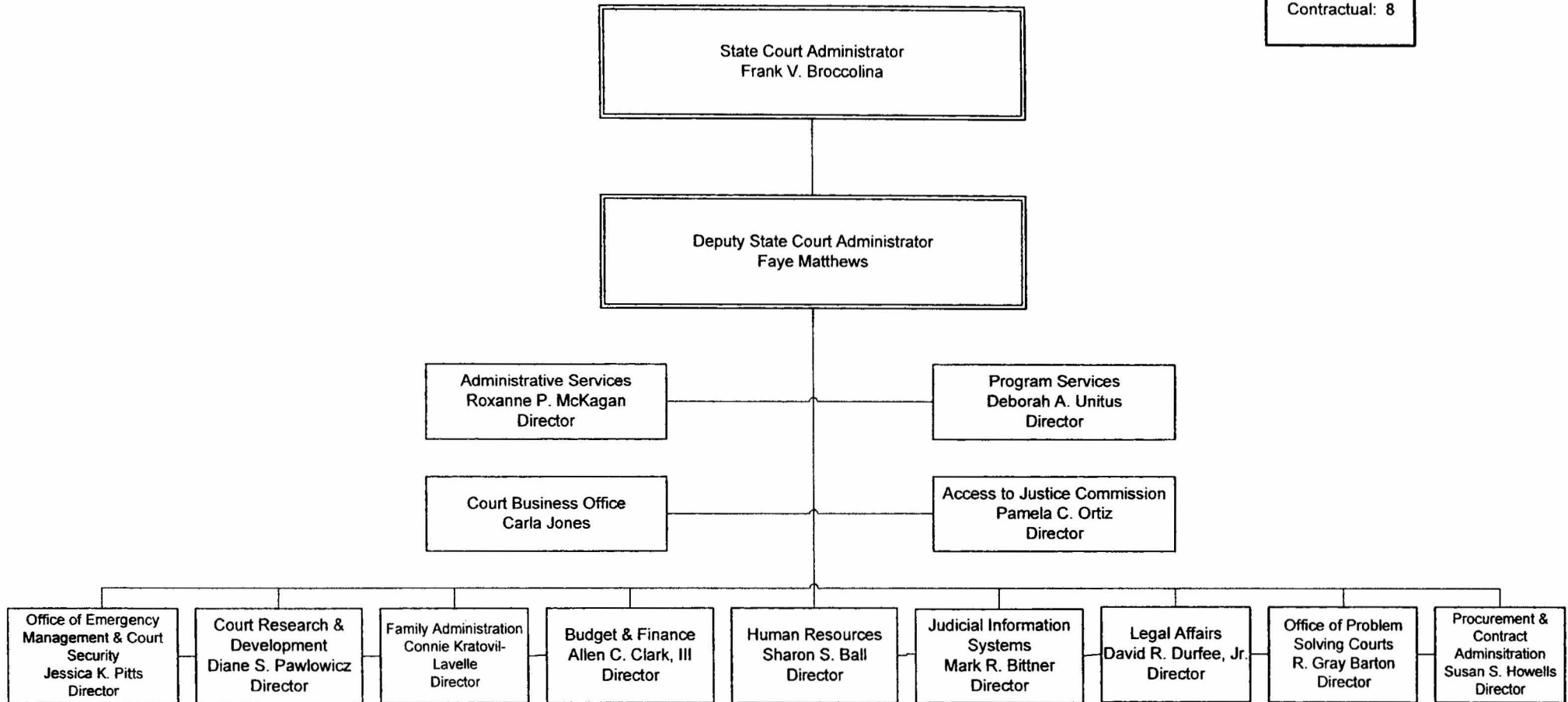
STATE LAW LIBRARY

Total Authorized
Positions
Regular: 13
Contractual: 4



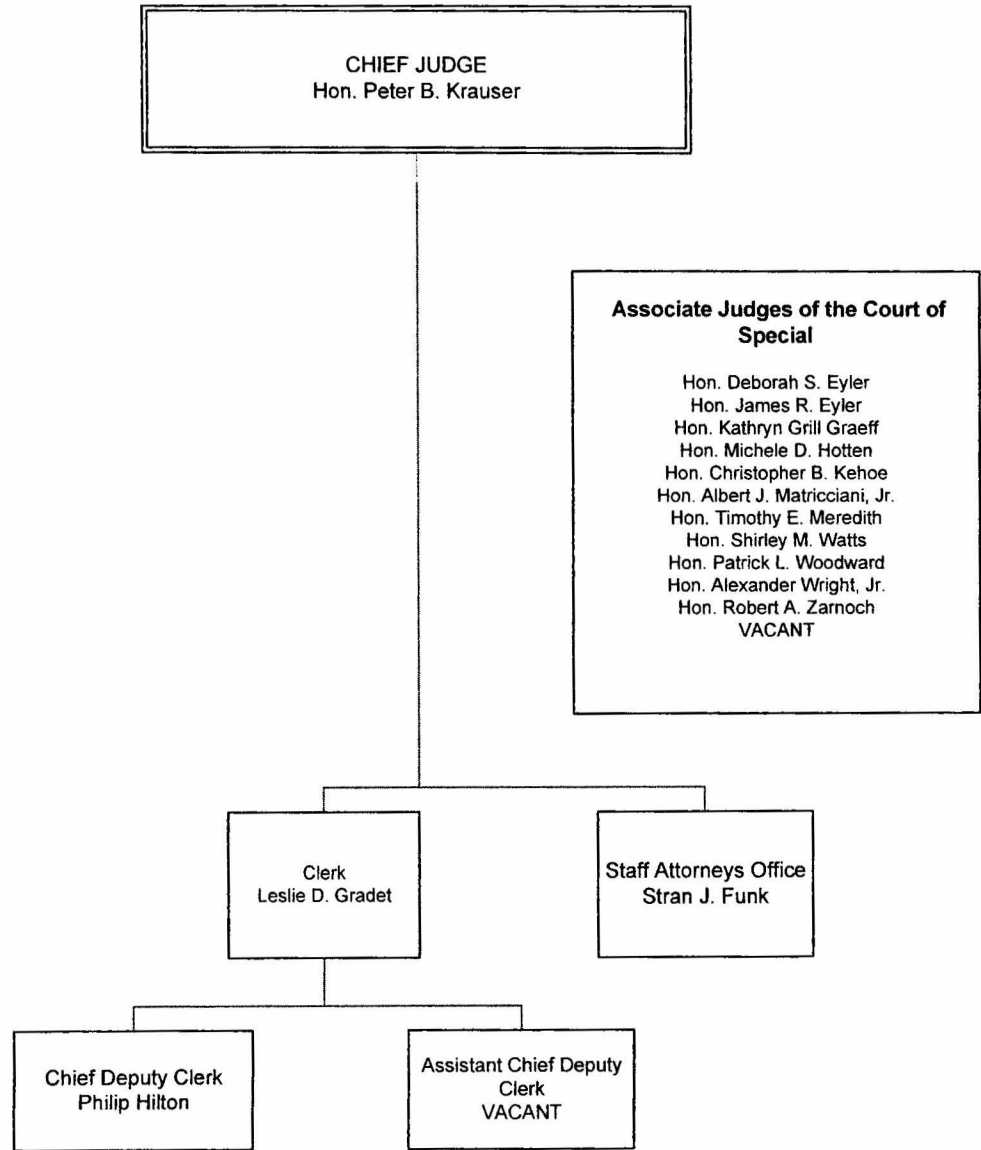
ADMINISTRATIVE OFFICE OF THE COURTS

Total Authorized Positions
Regular: 260
Contractual: 8



COURT OF SPECIAL APPEALS

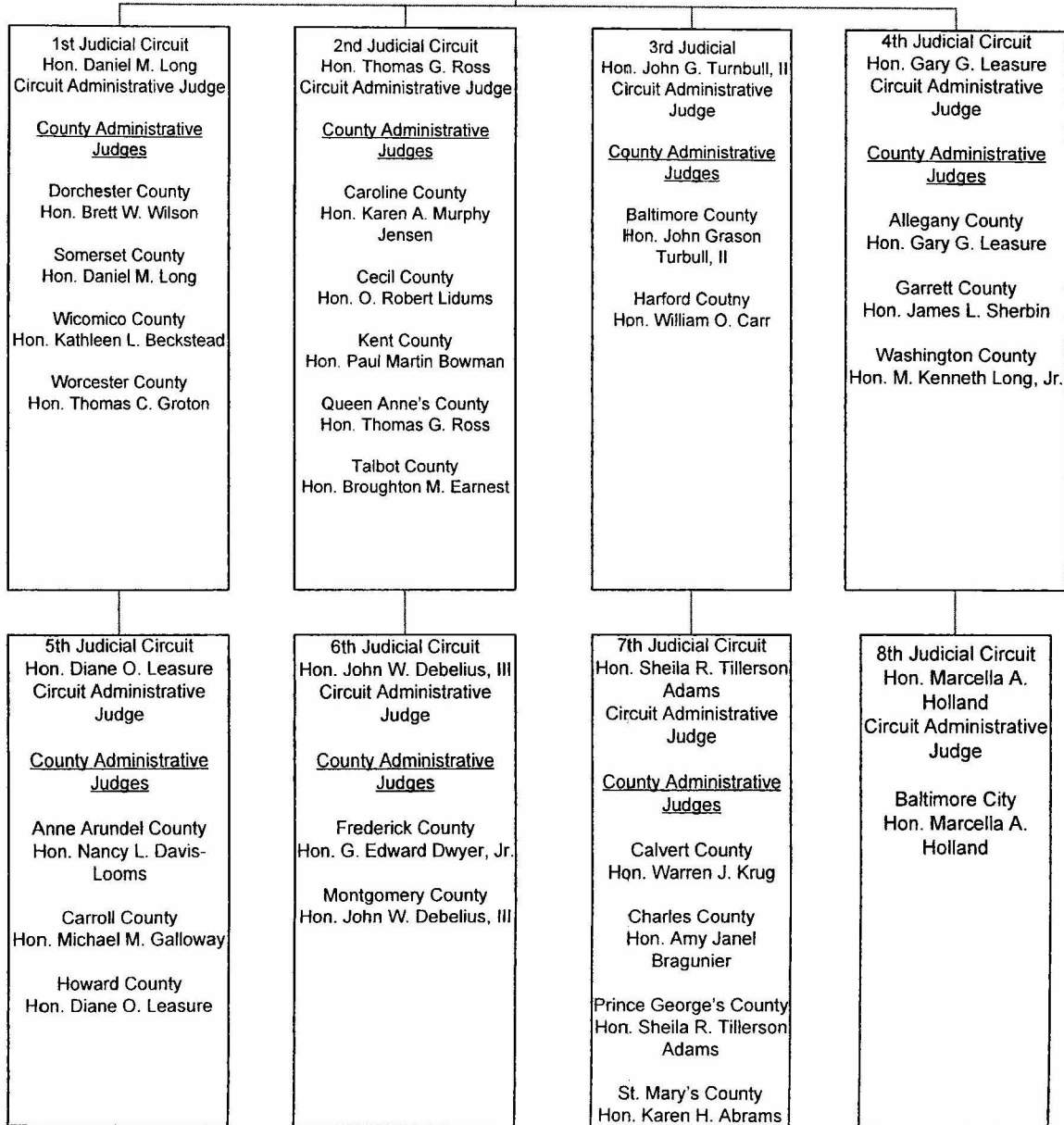
Total Authorized
Positions
Regular: 81
Contractual: 2



CIRCUIT COURTS - JUDICIAL CIRCUITS

CHIEF JUDGE – COURT OF APPEALS
Hon. Robert M. Bell

*Total Authorized Positions
Regular: 383
Contractual: 1



**The authorized positions include judges, masters, and law clerks.*

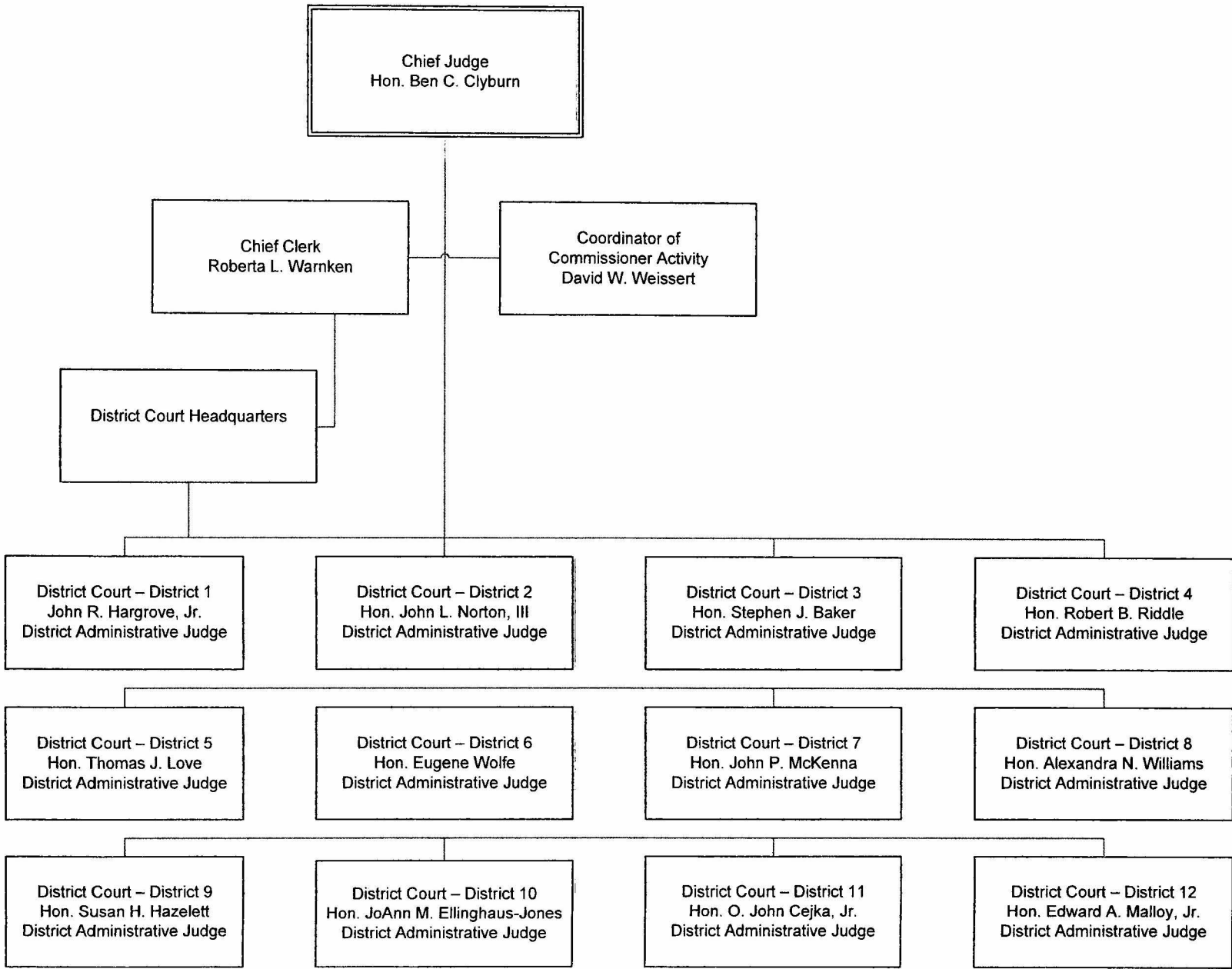
CIRCUIT COURT CLERKS OF MARYLAND

Total Authorized
Positions
Regular: 1352.5
Contractual: 33



DISTRICT COURT OF MARYLAND

Total Authorized Positions Regular: 1391.5 Contractual: 351
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MARYLAND JUDICIARY
Budget Programs
PIN ALLOCATION REPORT
(Regular and Contractual)

Program		FY'12	FY'12	Total
		Regular	Contractual	Authorized
1	Court of Appeals	81.00	2.00	83.00
2	Court of Special Appeals	79.50	3.00	82.50
3	Circuit Court Judges	383.00	1.00	384.00
4	District Court	1,391.50	351.00	1,742.50
5	MD Judicial Conf.			-
6	AOC	124.50	6.00	130.50
7	Court Related Agencies	20.75	3.00	23.75
8	State Law Library	13.00	4.00	17.00
9	JIS	121.50	2.00	123.50
10	Allegany	17.00		17.00
10	Anne Arundel	111.00	2.00	113.00
10	Baltimore County	129.00		129.00
10	Calvert	22.00		22.00
10	Caroline	10.00	1.00	11.00
10	Carroll	30.00		30.00
10	Cecil	30.00		30.00
10	Charles	38.00	3.00	41.00
10	Dorchester	17.00		17.00
10	Frederick	37.50	1.00	38.50
10	Garrett	10.00		10.00
10	Harford	44.00	2.00	46.00
10	Howard	42.00	3.00	45.00
10	Kent	10.00		10.00
10	Montgomery	182.00		182.00
10	Prince George's	194.00		194.00
10	Queen Anne's	15.00		15.00
10	St Mary's	24.00		24.00
10	Somerset	15.00		15.00
10	Talbot	11.00	0.50	11.50
10	Washington	30.00		30.00
10	Wicomico	25.00	1.00	26.00
10	Worcester	26.00	2.00	28.00
10	Baltimore City	281.00	10.00	291.00
10	Automation Support (Z2500)	2.00		2.00
10	Common Costs		1.50	1.50
10	Foreclosure Mediation Fund		6.00	6.00
11	Family Administration	14.00		14.00
12	Major IT			-
	Totals	3,581.25	405.00	3,986.25

Vacancy Report 2011 as of 10/1/11

	<i>Length of Vacancy in Days</i>	<i>Pin #</i>	<i>Job Title</i>	<i>Status</i>
Administrative Office of the Courts				
<i>Access to Justice</i>				No Vacancies
<i>Administration</i>	25	428	Mail Clerk II	actively recruiting
<i>Administrative Services</i>				No Vacancies
<i>Budget & Finance</i>	80	926002	Contractual Finance Associate	
<i>Emergency Preparedness and Court Security</i>				No Vacancies
<i>Family Administration</i>				No Vacancies
<i>Human Resources</i>	131	1142	HR Specialist III	actively recruiting
	152	79020	Class & Salary Manager	actively recruiting
	283	437	Employment Services Manager	actively recruiting

	<i>Length of Vacancy in Days</i>	<i>Pin #</i>	<i>Job Title</i>	<i>Status</i>
<i>Judicial Information Systems</i>	31	60054	Info Specialist XI	
	51	77536	Project Manager	position realigned to address MDEC requirements
	80	60192	Info Tech III	
	93	61867	Info Specialist	
	123	49344	Info Specialist XIII	
	207	1158	Info Tech I	actively recruiting
	263	67987	Info Manager XVII	
	395	50675	MDEC Data Conversion Lead	position realigned to address MDEC requirements - actively recruiting
	395	51628	Circuit Court Proj Manager	actively recruiting
	500	63201	Info Specialist XIII	
	518	55091	Technical Lead	reevaluating position
	549	46947	Deputy Director	

	<i>Length of Vacancy in Days</i>	<i>Pin #</i>	<i>Job Title</i>	<i>Status</i>
<i>Judicial Information Systems</i>	626	84617	MDEC Analyst	position realigned to address MDEC requirements - actively recruiting
	823	64730	Security Manager	candidate declined offer (salary) - actively recruiting
	841	51627	MDEC eFiling Lead	position realigned to address MDEC requirements - actively recruiting
	853	49343	Portfolio Manager	actively recruiting
	1368	526	Info Manager-Integration Manager	actively recruiting
	1553	85653	Java Software Eng	under management review
	1553	85656	Lead Network Eng	
	2191	60186	Project Mngt	under management review
<i>Legal Affairs</i>	79	67984	Deputy Director	actively recruiting
<i>Office of Problem Solving Courts</i>				No Vacancies
<i>Procurement & Contract Services</i>	556	79036	Warehouse Supervisor	reevaluating position
<i>Program Services</i>				No Vacancies

	<i>Length of Vacancy in Days</i>	<i>Pin #</i>	<i>Job Title</i>	<i>Status</i>
<i>Research & Development</i>				No Vacancies
Circuit Court				
<i>Allegany County (4th Circuit)</i>	30	072189B	Fiscal Accts Tech II	actively recruiting
	109	67949	Recordation Clerk III	frozen/special funds
<i>Anne Arundel County (5th Circuit)</i>	11	902005	Civil Assistant	
	24	59055	Civil/Family Asst	
	25	59063	Criminal Assistant	
	61	059062B	Fiscal Accts Tech II	
	87	59042	Criminal Assistant	
	187	59106	Supervisor I - LR	frozen/special funds
	243	59100	Supervisor I - LR	frozen/special funds
	403	59041	Recordation Clerk II	frozen/special funds

	<i>Length of Vacancy in Days</i>	<i>Pin #</i>	<i>Job Title</i>	<i>Status</i>
<i>Anne Arundel County (5th Circuit)</i>	417	73315	Supervisor I - Civil	frozen/special funds
	487	59086	Recordation Clerk II	frozen/special funds
	921	902001	Recordation Clerk II	frozen/special funds
<i>Baltimore City (8th Circuit)</i>	1	59843	Courtroom Clerk	
	1	59889	Courtroom Clerk	
	25	76628	Courtroom Clerk	
	25	924003	File Clerk, Criminal	
	31	59912	Criminal Assistant	
	39	924002	Criminal Assistant	
	52	59856	Civil Assistant	
	66	59986	Paternity Clerk	
	80	924014	Foreclosure Clerk	

	<i>Length of Vacancy in Days</i>	<i>Pin #</i>	<i>Job Title</i>	<i>Status</i>
<i>Baltimore City (8th Circuit)</i>	335	60042	Office Clerk I, File Clerk	frozen/ special funds
	644	59928	Supervisor III - LR	frozen/special funds
	977	59999	Recordation Clerk II	frozen/special funds
	1074	84675	Recordation Clerk II	frozen/special funds
<i>Baltimore County (3rd Circuit)</i>	15	59141	Documents Clerk II	
	25	59175	Documents Clerk II	
	354	59200	Recordation Clerk II	frozen/special funds
	445	59241	Documents Clerk I-Land	frozen/special funds
	838	59184	Recordation Clerk II	frozen/special funds
<i>Calvert County (7th Circuit)</i>	481	59947	Recordation Clerk II	frozen/special funds
<i>Caroline County (2nd Circuit)</i>	214	59253	Civil Supervisor	
<i>Carroll County (5th Circuit)</i>				No Vacancies

	<i>Length of Vacancy in Days</i>	<i>Pin #</i>	<i>Job Title</i>	<i>Status</i>
<i>Cecil County (2nd Circuit)</i>				No Vacancies
<i>Charles County (7th Circuit)</i>	25	908001	Criminal Assistant	
	50	59305	Civil Assistant	No Vacancies
<i>Dorchester County (1st Circuit)</i>				No Vacancies
<i>Frederick County (6th Circuit)</i>	107	59336	Civil Assistant	
	165	59337	Recordation Clerk	frozen/special funds
	977	59353	Recordation Clerk	frozen/special funds
<i>Garrett County (4th Circuit)</i>	836	84644	Recordation Clerk	frozen/special funds
<i>Harford County (3rd Circuit)</i>	2	80592	Criminal Clerk	
	52	85670	Criminal Clerk	
	123	59370	Judiciary Clerk III	
<i>Howard County (5th Circuit)</i>	729	80594	Recordation Clerk II	frozen/special funds

	<i>Length of Vacancy in Days</i>	<i>Pin #</i>	<i>Job Title</i>	<i>Status</i>
<i>Montgomery County (6th Circuit)</i>	1	59546	Courtroom Clerk	
	1	59436	Family Assistant	
	12	73307	Civil Assistant	
	25	915004	Civil Assistant	
	31	59555	Family Assistant	
	32	59494	Civil Assistant	
	33	74755	Courtroom Clerk	
	75	59561	Criminal Assistant	
	78	59550	Courtroom Clerk	
	81	59521	Recordation Clerk II	frozen/special funds
	86	64851	Family Assistant	actively recruiting
	141	59551	Recordation Clerk III	frozen/special funds

	<i>Length of Vacancy in Days</i>	<i>Pin #</i>	<i>Job Title</i>	<i>Status</i>
<i>Montgomery County (6th Circuit)</i>	165	59499	Recordation Clerk II	frozen/special funds
	429	59544	Manager, LR	frozen/special funds
	435	59446	Recordation Clerk I	frozen/special funds
	458	59449	Supervisor I, LR	frozen/special funds
<i>Prince George's County (7th Circuit)</i>	26	59578	Juvenile Assistant	actively recruiting
	38	69672	Courtroom Clerk	
	39	59677	Courtroom Clerk Lead	
	67	64897	Microfilm Asst	
	82	85675	Criminal Assistant	
	92	59688	Manager II	
	103	59605	Criminal Assistant	actively recruiting
	543	85679	Recordation Clerk II	frozen/special funds

	<i>Length of Vacancy in Days</i>	<i>Pin #</i>	<i>Job Title</i>	<i>Status</i>
<i>Prince George's County (7th Circuit)</i>	624	59566	Recordation Clerk II	frozen/special funds
	717	83609	Recordation Clerk II	frozen/special funds
	820	59610	Recordation Clerk II	frozen/special funds
	823	59602	Recordation Clerk II	frozen/special funds
	851	85681	Recordation Clerk II	frozen/special funds
	865	59583	Recordation Clerk II	frozen/special funds
	893	83611	Recordation Clerk II	frozen/special funds
	893	85682	Recordation Clerk II	frozen/special funds
	949	59669	Recordation Clerk II	frozen/special funds
	977	69671	Recordation Clerk - Ld	frozen/special funds
<i>Queen Anne's County (2nd Circuit)</i>	31	084659	Civil Assistant	actively recruiting
	78	84659	Civil Assistant	

	<i>Length of Vacancy in Days</i>	<i>Pin #</i>	<i>Job Title</i>	<i>Status</i>
<i>Queen Anne's County (2nd Circuit)</i>	134	59696	Civil/Criminal	
	519	59698	Supervisor III	
	1018	84660	Recordation Clerk	frozen/ special funds
<i>St. Mary's County (7th Circuit)</i>				No Vacancies
<i>Washington County (4th Circuit)</i>	106	59732	Juvenile/Paternity	
	274	59752	Chief Deputy	
	335	59738	Recordation Clerk II	frozen/special funds
	932	59747	Recordation Clerk I	frozen/special funds
<i>Wicomico County (1st Circuit)</i>	31	59759	Civil Clerk	
	53	59761	Recordation Clerk	frozen/special funds
	738	922001	Recordation Clerk II	frozen/special funds
<i>Worcester County (1st Circuit)</i>	18	85687	Courtroom Clerk	

	<i>Length of Vacancy in Days</i>	<i>Pin #</i>	<i>Job Title</i>	<i>Status</i>
<i>Worcester County (1st Circuit)</i>	199	923001	Recordation Clerk	frozen/special funds
	449	84670	Recordation Clerk II	frozen/special funds

Court of Appeals

<i>Clerk's Office</i>				No Vacancies
<i>Judicial Institue</i>				No Vacancies
<i>Legal Counsel's Office</i>				No Vacancies
<i>Office of Communication & Public Affairs</i>	491	53385	Media Dev., Supv.	
<i>Office of Fair Practices</i>	247	61698	Manager	
<i>Office of Government Relations</i>				No Vacancies
<i>Office of Internal Audit</i>	366	67975	IT Auditor	candidate declined offer (salary) - actively recruiting
<i>Office of Judiciary Ombudsmen</i>				No Vacancies

	<i>Length of Vacancy in Days</i>	<i>Pin #</i>	<i>Job Title</i>	<i>Status</i>
Court of Special Appeals				
<i>Clerk's Office</i>				No Vacancies
	95	492	Asst. Chief Dep. Clerk	
	271	495	Judicial Secretary	waiting for judicial appointment
	316	932002	Appeals Clerk I	candidate declined offer (salary)
Court Related Agencies				
<i>Commission on Judicial Disabilities</i>	3380	927003	Admin Asst	will reactivate the recruitment with appointment of new chair.
<i>MACRO</i>				No Vacancies
<i>Rules Committee</i>				No Vacancies
<i>Staff Attorney's Office</i>				No Vacancies
<i>State Board of Law Examiner's</i>				No Vacancies

	<i>Length of Vacancy in Days</i>	<i>Pin #</i>	<i>Job Title</i>	<i>Status</i>
<i>State Law Library</i>				No Vacancies

District Court

<i>District 01 (Baltimore City)</i>	1	73274	Courtroom Clerk
	11	60095	Civil Clerk
	25	607	Supervisor I
	57	73326	Civil Clerk
	104	60161	Criminal Traffic Clerk
	137	1183	Courtroom Clerk
	162	60128	Criminal Traffic Clerk
	193	1122	Criminal Traffic Clerk
<i>District 02 (Dorchester, Somerset, Wicomico, Worcester)</i>	25	64720	Courtroom Clerk
	36	CN02521	Commissioner

	<i>Length of Vacancy in Days</i>	<i>Pin #</i>	<i>Job Title</i>	<i>Status</i>
<i>District 02 (Dorchester, Somerset, Wicomico, Worcester)</i>	50	72580	Civil Clerk	
<i>District 03 (Caroline, Cecil, Kent, Queen Anne's, Talbot)</i>	1	1036	County Clerk	
	39	1107	Criminal Traffic Clerk	
<i>District 04 (Charles, St. Mary's, Calvert)</i>	8	79008	District Court Clerk- Civil	
<i>District 04 (Charles, St. Mary's, Calvert)</i>	1	730	Admin Commissioner	
<i>District 05 (Prince George's County)</i>	1	985	District Court Clerk - Criminal	actively recruiting
	25	61693	Supervisor I	
	43	960	Criminal Traffic Clerk	
	68	987	District Court Clerk	
	114	977	District Court Clerk	
	134	940502	Office Clerk - Civil	
<i>District 06 (Montgomery County)</i>	1	1279	District Court Clerk	actively recruiting

	<i>Length of Vacancy in Days</i>	<i>Pin #</i>	<i>Job Title</i>	<i>Status</i>
<i>District 06 (Montgomery County)</i>	8	627	District Court Clerk	actively recruiting
	37	877	District Court Clerk	actively recruiting
	51	73260	Commissioner	actively recruiting
	109	827	District Court Clerk	actively recruiting
	305	80558	Fis. Accts. Tech Series	actively recruiting
<i>District 07 (Anne Arundel County)</i>	18	561	Supervisor II	
<i>District 08 (Baltimore County)</i>	25	74712	Constable	actively recruiting
	94	50666	Civil Clerk	
	123	614	Courtroom Clerk	
	138	678	District Court Clerk	
	155	80566	Civil Clerk	
	934	79000	District Court Clerk	

	<i>Length of Vacancy in Days</i>	<i>Pin #</i>	<i>Job Title</i>	<i>Status</i>
<i>District 09 (Harford)</i>	96	CN09301	Criminal Traffic Clerk	
	144	CN09301	Criminal Traffic Clerk	
<i>District 10 (Carroll,Howard)</i>	25	CN10507	Commissioner	
	31	CN10503	Commissioner	
	84	CN10502	Commissioner	
<i>District 10 (Carroll,Howard)</i>	4	69648	District Court Clerk	
	25	86610	District Court Clerk	
	53	84608	District Court Clerk	
<i>District 11 (Frederick, Washington)</i>	25	72582	Civil Clerk	
<i>District 13 Headquarters</i>	25	83549	Admin Services Spec	
	32	60099	Traffic Processing Clerk	
	123	759	Records & Storage Clerk	

	<i>Length of Vacancy in Days</i>	<i>Pin #</i>	<i>Job Title</i>	<i>Status</i>
<i>District 13 Headquarters</i>	319	1072	Operations Manager	
	837	900001	Transcriber	pin will be reassigned
	3580	516	Chief Internal Auditor	statutory restriction