

JOB TITLE: ASSISTANT DRUG COURT COORDINATOR



Department: District Court
Supervisor: Trial Court Administrator, Drug Court Judge
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval: February 24, 2015

SUMMARY

The Assistant Drug Court Coordinator administers the Drug Court Program for the Bonner County District Court and performs related duties as assigned. The Assistant Coordinator works under the supervision of and receives direction from the Drug Court Judge and the Drug Court Coordinator.

ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- Gathers and maintains statistical data regarding activity of drug court, treatment providers and recidivism rate of drug court defendants.
- Develops and maintains automated case management program.
- Researches sources for potential continued funding (grants/donations) for drug court operations.
- Interview clients for program monitoring and/or Level of Service Inventory (LSI-R) screening. Notify defense counsel and defendant of clients' eligibility.
- Assists in developing goals, objectives, and strategies for the Drug Court program.
- Appears in Drug Court proceedings as required by Drug Court Judge or when the Drug Court Coordinator is unavailable. Prepares court paperwork (court orders, judgments, warrants, minute sheets and legal pleadings on Drug Court cases).
- Receives, receipts and monitors payment of fees by Drug Court participants.
- Identifies local resources for drug court participants regarding counseling, treatment, employment, pregnancy services, health services or other services needed for participants to successfully complete drug court requirements.
- Assists Drug Court Judge and Drug Court Coordinator in resolving issues or problems relating to the Drug Court program.
- Schedules, attends and prepares agendas for regular Drug Court committee meetings or meetings with other professionals related to Drug Court activity.

- Assists in the development of appropriate program brochures, literature, videos or press releases as approved by the Trial Court Administrator.
- Prepares for and administers drug testing; (urine collection and Breath Alcohol Concentration, (BAC), Monday – Friday, beginning at 7:00 a.m. This position interacts with individuals who may be adversarial and non-compliant. The position requires employee to visually observe, same-sex individuals provide urine samples, handle, test and package bio-hazardous specimens.
- Log all drug screenings into a database.
- Install and monitor Secure Continuous Remote Alcohol Monitoring (SCRAM) bracelet for specific clients. Download captured readings on computer for analysis.
- Prepares commencement program to include; entertainment (speaker), certificate, court order, and gifts.
- Competent ability to use a personal computer, using Microsoft Windows 2000 or higher, Microsoft Office XP, access Idaho State Repository and Idaho Statewide Trial Court Automated Records System (ISTARS). Create and maintain participant information and team communication exchange in SharePoint; a secure intranet system that allows communication, collaboration, and document management among users.

SECONDARY FUNCTIONS

- May be required to serve on committees or task forces as assigned by the Drug Court Coordinator.
- May be required to provide in-Court testimony as needed pertaining to Client compliance or lack thereof.
- May be required to travel in and out of state to attend meetings, participate in training or attend conferences.
- Performs other duties as assigned by the Drug Court Judge or Drug Court Coordinator.
- May be required to work some evenings.

JOB SPECIFICATIONS

- A bachelor's degree in criminal justice, social work, psychology or a related human services field or three years of experience supervising or providing services to participants with mental illness or addiction.
- Experience in working in a Drug Court or similar environment and training or certification in addiction and experience in working with special populations.
- Ability to use tact and persuasion in relating with others. Ability to deal with upset, angry and emotionally charged people in a calming manner.
- Ability to gather information, develop and implement programs and evaluate programs to determine if they are meeting goals and objectives of the program.
- Good knowledge of general management principles; Idaho criminal justice system; and administrative and supervisory skills necessary to manage drug court participants.

- Skill in and proficiency with; assessment of dynamics involved with substance abuse/addicted culture; communicating with diverse populations communicating both verbally and in writing, personal computers and software such as Word and Excel and setting up and tracking outcome measurements.
- Ability to; plan and prioritize work assignments, exercise good judgment, understand and follow oral and written directions, properly interpret and make decisions in accordance with laws, regulations and established policies, maintain confidentiality, maintain harmonious working relationship with employees, government officials and the public, exercise tact and discretion in obtaining the cooperation of others, present informational material in a public forum.

PHYSICAL ABILITIES & WORKING CONDITIONS

Ability to perform those physical activities necessary to complete the essential functions on the job, either with or without reasonable accommodation. Requires personal mental health and stability. Requires continual communication (hearing and talking); regular fingering; and some walking, grasping, and standing. The ability to push, pull or lift 20 pounds occasionally. Requires good general vision. Worker is regularly subject to both indoor and outdoor environmental conditions. Travel is required within the local area and on a statewide level.

Disclaimer: This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____