

**BARROW COUNTY, GEORGIA
JOB DESCRIPTION, MARCH 2013**

**JOB TITLE: SPECIALTY COURTS DIRECTOR
Superior Court**

GENERAL STATEMENT OF JOB

Under limited supervision, directs, plans, administers and coordinates the daily activities in the Specialty Courts programs including the Superior Court's Drug Court, and Mental Health Court. Ensures that programs promote defendant accountability, by assisting in the design and implementation of policies and procedures that reflect the principles and requirements set forth in Georgia's Accountability Court and Mental Health Court Standards. Directs activities associated with the Specialty Courts' Programs that cover a three county area. Employee must exercise considerable tact, courtesy and discretion in contact with program participants and the general public. Reports to the presiding Superior Court judge(s) of the specialty courts.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Coordinates the Specialty Courts Programs for the threecounty Piedmont Judicial Circuit; meets with District Attorneys, Public Defenders, law enforcement personnel, treatment professionals, judges, and community leaders to determine the need for new programs or expansion of current programs.

Directs the Specialty Courts Programs, including the, Drug Court and Mental Health Courts covering a three (3) county circuit;

Assists the Superior Court Judges in matters regarding policy and procedures; ensures program goals and objectives are being met.

Monitors fiscal year expenditures to ensure accountability programs are spending Circuit budget and grant funds appropriately, tracks expenses of program and reports on finances on a monthly basis; ensures expenses are properly documented and paid in a timely manner, and provides budgetary reports as needed that reflect amount of funds spent and percentage of budget remaining.

Seeks grant opportunities and applies for grants as appropriate for the funding of the Specialty Courts Programs. Responsible for grant reimbursements/documentation, data gathering and performance measurement, and evaluation.

Ensures that programs operate in compliance with State law; sets standards of operation for programs.

Reviews cases and assists in determining eligibility to participate for applicants; performs program review and analysis.

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Ensures adherence to policies and procedures; develops resources needed to provide services; plans and develops informational brochures; conducts meetings to notify all parties.

Develops referral methods and forms; staffs programs and directs workflow; determines standards for programs.

Exercises oversight of numerous contract positions in the programs; coordinates the activities of specified contract employees. Supervises interns and any assigned staff.

Conducts weekly or bi-weekly court review sessions/reviews for the Specialty Courts programs. Serves as liaison with law enforcement and other agencies. Reviews all participants' eligibility, collects needed participant and statistical data, makes participant recommendations to the Judge.

May conduct penalties assessments. Oversees and may deposit revenues generated from participation fees. Maintains revenue and related documentation.

Conducts program outreach/support, develops program procedures.

Participates in State training programs. Assists in curriculum development. Coordinates training for court staff, program staff and Court Team.

Presents cases for prosecutors' and Court Team review, as appropriate; determines successful completion or returns to court;

Appears in Court to explain program requirements to potential participants, attorneys;

Coordinates scheduling of application appointments, substance abuse and/or mental health assessments drug testing, and other case management or treatment sessions.

Receives and/or reviews referrals, financial statements, legal updates, State mandates, and treatment provider reports, etc.

Prepares and/or generates program descriptions and procedures, financial reports, yearly schedules, and program statistics, etc.

Refers to policy and procedure manuals, , National Institute on Drug Court Recommendations, , and Georgia Code of Laws, etc.

Operates a vehicle and a variety of office equipment, including a computer, printer, pager, fax machine, copier, telephone, calculator, and etc.

Uses clerical and computer supplies; uses computer programs such as Microsoft Office, , case management software, etc.

Interacts and communicates with various groups and individuals such as the District Attorney, Assistant District Attorneys, Public Defenders, State Probation Department personnel, co-workers, program participants, Judges, Program Directors, law enforcement personnel, treatment providers, Advisory Board Members and the general public.

Develops statistical procedures and tracking data systems for internal and external reporting.

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Makes ongoing recommendations to the Court Team regarding adjustments to the treatment model treatment provider services and case management services. Develops new services as the treatment network adds additional program participants.

Oversees drug screening procedures and may conduct alcohol/drug assessments for the Courts. May act as either Lab Manager or as Lab Technician with specific duties and responsibilities.

Responsible for meeting all State standards for accountability courts.

Assists with the maintenance of a Circuit-wide Specialty Courts Advisory Board, The Advisory Board counsels, assists and helps sustain the long-term functionality and effectiveness of the Specialty Courts. The Director facilitates periodic meetings of the Advisory Board for that purpose and works to cultivate and promote leadership and initiative from within it. The Director works to ensure that the Advisory Board provides the Specialty Courts with critical connections to community leaders from a diverse cross-section of the community.

CASE MANAGER DUTIES

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Must have a considerable knowledge of substance abuse, addictions, and casework practices; considerable knowledge of community treatment providers and services; of treatments modalities; of social and psychological issues regarding drug use and addictions; considerable skill in dealing effectively with substance abuse offender's behavior; in documenting behaviors and maintaining accurate records; in interpersonal communications in a collaborative format; and working skill in exercising sound judgment.

Assists program participants with development of social and professional skills;

Ensures that program participants have access to group meetings or classes that will enhance ties to the community and family relationship;

Work with housing vendors to ensure that emergency and/or temporary housing is available to program participants; monitors use of emergency/temporary housing;

Aids program participants to develop skills that will enable them to secure meaningful long term employment;

Tracks program participants jobs and application progress;

Attends client staffing meetings on a regular basis and provides updates on participants in the program;

Ensures that the case management system is accurate with up-to-date records regarding the history and compliance matters of each case;

Tracks the home surveillance visits by court officers and documents visits in the case management system and reports visits to the staffing team;

Tracks the pace of phase progression for each client;

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Reports any concerns with regard to participants who are not progressing in the program;

Encourages participants to complete requirements to progress through the program in a timely manner;

Creates, implements, and monitors graduated sanctions and incentives program for participants. Observes and completes drug screens on participants

Work with the Judge to plan and prepare for program graduation, which should be held on a quarterly basis.

Keeps up to date individual files on each participant that monitors history of their activities in drug court (i.e. payment history, achievements, sanctions, special circumstances, etc.)

LAB TECHNICIAN DUTIES

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Collects, prepares and performs Laboratory analysis of specimens.

Reviews, records and reports lab results.

Performs and records preventative maintenance and instrument checks.

Follows safety and infectious disease control policies and procedures.

Maintains specimen chain of custody.

Collects and disposes of specimens for diagnostic screening.

Performs laboratory-related clerical duties including filing, record keeping, entering data into computer database, and distributing lab results to appropriate requesting sites.

Checks standard laboratory supplies inventory to assure adequate inventory levels and either places supply orders or notifies supervisor when orders need to be placed.

Cleans laboratory working surfaces and disposes of bio-hazardous waste in accordance with the department's waste management plan.

As the Lab Manager, tracks all lab chemicals, supplies and materials, prepares statistical and other reports, orders replacement supplies as needed and may oversee Lab Technicians.

ADDITIONAL JOB FUNCTIONS

Answers telephones and responds to general information questions; opens and distributes mail.

Schedules application appointments, performs data entry, prepares letters;; produces roster for appointments; reschedules appoints if needed; notifies all parties.

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Records approvals/rejections in computer; prepares letters for orientation or returns to court; prepares copies for all parties involved; enters codes in computer for orientation manifest and drug test lists.

Complies with regulations and guidelines to procure equipment and supplies, ensures compliance with federal, state, and local laws and codes, ensures vendors and contracts meet the needs and requirements of the courts, establishes memorandums of understanding/compliance between Court and selected contractors and/or vendors.

Assists in planning, organizing, directing, and evaluating the assigned program to ensure optimum efficiency and effectiveness.

Develops supervision policies for participants and agency coordination.

Develops and provides education and community awareness. May present at local or regional community and business events. Develops community outreach programs for provision of resources to the Court. Provides direction to the specialty courts' advisory board.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in criminal justice, sociology, social services or related field supplemented by three to five years of experience preferably in a law enforcement or legal environment; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Master's degree in public administration, criminal justice or related field preferred as well as any advanced training or certification in a related field.

SPECIAL REQUIREMENTS

Must possess a valid Georgia driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling and crouching, and which involves the lifting, carrying, pushing and pulling of objects and materials of moderate weight (up to 20 pounds).

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the receiving of information and instructions from supervisor and giving instructions and direction to subordinates.

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Language Ability: Requires ability to read a variety of law books, policy and procedure manuals, court documents, criminal records, etc. Requires the ability to prepare reports, correspondence, records, court documents, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of instructions in mathematical, written, oral, diagrammatic or schedule form; to deal with several abstract and concrete variables. Requires the ability to use influence systems in staff supervision; to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees and volunteers. Must be able to communicate effectively and efficiently with persons of varying educational backgrounds and in a variety of technical and/or professional languages including social work, counseling, law enforcement, legal, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape; identify degrees of similarity or difference in shades, forms, etc.; and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree, or to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

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Knowledge of Job: Has thorough knowledge of the methods, procedures and policies in the Specialty Courts programs. Has knowledge of the functions and interrelationships of County and other governmental agencies. Has knowledge of the structure, functions and inter-relationships of state and local law enforcement, court and social service departments and agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to help ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision of assigned staff. Has thorough knowledge of the legal rights of crime victims, human service delivery systems, and methods of crisis counseling and intervention. Has thorough knowledge of the criminal justice system and related programs; is able to keep abreast of changing laws, ordinances and regulations affecting the operation of department programs. Has knowledge of courtroom/judicial procedures and processes. Is able to develop, coordinate, implement and manage effective service and educational programs. Is able to perform a variety of administrative and professional work involving independent judgment; is able to organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction. Is able to give public presentations with confidence and professionalism. Is able to read and interpret legal documents, financial documents and other materials pertaining to the responsibilities of the job. Knows how to prepare a variety of reports, correspondence and other documents using concise, persuasive language. Is able to make sound, educated decisions. Has the ability to offer instruction and advice to others regarding departmental policies, methods and regulations. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Has good organizational, technical and human-relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for word and data processing. Has the mathematical ability to handle required calculations. Is able to compile, organize and utilize various financial information necessary in the preparation of program budgets; is able to monitor and maintain assigned budgets. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has thorough knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to work effectively despite potential exposure to violence. Knows how to react calmly and quickly in emergency situations. Is able to establish and maintain effective relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce a high quantity of work which consistently meets established standards and expectations.

Dependability: Assumes great responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

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Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises thorough analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the division. Knows and understands the expectations of the department regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the division and department. Within the constraints of departmental policy, formulates the appropriate strategy and tactics for achieving division and department objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all department and division matters affecting them and/or of concern to them.

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Staffing: Works with other department officials and management to select and recommend employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the department and the County. Personally directs the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

Controlling: Provides a work environment, which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of department standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet division and department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division and department. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of department policies regarding the division and department function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the department and continually reviews division policies in order to ensure that any changes in department philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and division morale and performance. Works to see that established policies enhance same.

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DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.