



## **Accountability Court Coordinator (1130)**

**FLSA Status:** Exempt

**Pay Grade:** 21

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to organize and administer court operations and related programs for the Bulloch County Accountability/Treatment Court, coordinating activities of treatment providers and social service activities, and serving as liaison between judicial offices and all program participants.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Supervises regular and temporary staff, volunteers, and interns; plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Ensures compliance with program objectives in accordance with federal, state, and local regulatory standards, laws, and requirements: participates in planning, organizing, coordinating, directing and evaluating programs to ensure efficiency and effectiveness; and develops and maintains program policies, goals, objectives, procedures, strategies and mission statement for use in program brochures and grants.

Organizes, prioritizes, and assigns work: prioritizes and schedules program activities in order to meet objectives; ensures that treatment providers and program participants have the proper resources for maximum effectiveness; monitors status/progress of participants; consults with staff and treatment providers to assist with complex situations and problems; and provides progress and activity reports to court.

Completes assessments of potential program participants: coordinates intake interviews and schedules required screenings; obtains criminal history, medical, mental health, drug and alcohol usage, and other program related information; responds to crisis situations during assessment process such as suicidal thoughts, medical or mental instability as necessary; communicates with participants, family members, and legal representatives regarding program eligibility and requirements.

Coordinates and organizes program calendar: schedules participant's court appearances for required hearings; coordinates regular policy meetings attended by legal representatives, program staff, and Judge; attends court sessions as needed to provide the Judge with appropriate program participation information; and coordinates program related treatment of participants by organizing orientation and facilitating any other treatment referrals.

Maintains active communication with program participants, program graduates, and their families to evaluate and address current situations: logs all conversations and issues with participants; initiates actions to address or avert problems; schedules classes; order medications; and handles crisis situations as needed.

Serves as liaison between court staff, treatment team, mental health professionals, law enforcement agencies, attorneys, and the public to ensure efficiency of program: attends weekly meeting to evaluate appropriate care; conducts or participates in regular program evaluations; contacts treatment staff to discuss program issues; coordinates between support staff and program participants to comply with court ordered sanctions; maintains active communication with support staff regarding participant compliance.

Administers program budget: develops department budget; makes recommendations regarding budget requests; receives and reviews invoices and submits for payment; monitors expenditures for budget compliance; and prepares a variety of budget related reports.

Performs grant research, writing and administration: conducts research for program related grants; prepares grant applications and documentation according to guidelines; and develops and maintains program statistical procedures and data tracking systems required for internal and external reporting necessary for grants.

Processes a variety of documentation associated with Accountability/Treatment Court operations, within designated timeframes and per established procedures: receives and reviews various documentation, including criminal histories, medical records, invoices, participant files, and daily communications; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation, including performance evaluations, screening charts, compliance reports, and grant documents; compiles data for further processing or for use in preparation of department reports; compiles statistical data for use in reports and in graphs used in public speaking sessions; and maintains computerized and/or hardcopy records.

Performs other related duties as required.

### **Minimum Qualifications**

Bachelor's Degree in Psychology, Criminal Justice or related field required; supplemented by three years of experience in court administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

#### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

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

Created July 2019