

DRUG COURT SUPERVISOR

GENERAL STATEMENT OF DUTIES: Performs a wide variety of legal duties in the Drug Court Program; supervises clerical and paraprofessional staff; works under the direction of the Circuit Court Administrator and Chief Judge; performs related duties as required.

STATEMENT OF TASKS:

Supervises and coordinates the work effort of the staff in the Drug Court Program;
Coordinates the preparation and maintenance of various documents in accordance with established guidelines;
Acts as liaison to the Genesee County Judicial Council to assist with the development of cooperative projects related to drug courts;
Prepares policies and procedures for each division of Drug Court;
Prepares budget for each division of Drug Court;
Provides guidance to all Drug Courts such as Family Dependency Treatment Court, Sobriety Court, Probation/Parole Violators Court, and Juvenile Drug Court;
Researches available grant funding and drafts grant applications for submission including budget preparation;
Prepares quarterly reports for all grants;
Prepares and disseminates various other reports required by the court system and law enforcement agencies;
Conducts weekly Drug Court Program orientations for new participants;
Organizes and attends pre-court team status meetings for all Drug Court hearings;
Conducts all Drug Court advisory meetings;
Participates on various boards and committees related to Drug Court;
Develops data collection protocol for the use in evaluation of Drug Court and ensures accuracy and timeliness of all data collected;
Reviews program and participant evaluations and advises Drug Court staff of necessary program changes;
Works closely with the Court Services Division, Adult Probation Department, District Courts, and treatment providers in developing and formulating reports;
Assists with the development of offender treatment plans;
Represents Drug Court at various public speaking engagements;
Prepares the Drug Court Newsletter;
Oversees various other projects as required.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the court system;
Knowledge of substance abuse and addiction;
Knowledge of community resources used in the offender's treatment plan;
Knowledge of legal terminology;
Knowledge of methods and procedures used in keeping fiscal accounts and records;

Knowledge of a variety of software programs related to the development of a database to operate and evaluate drug court;
Ability to understand and follow complex oral and written directions;
Ability to communicate effectively orally and in writing;
Ability to make decisions in accordance with laws, ordinances, regulations and policies;
Ability to plan and maintain accurate records;
Ability to work effectively with various court officials and defendants;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration, Public Administration, or a Social Science field and three (3) years of experience in the field of criminal justice or other social sciences; AND one (1) year of administrative or supervisory experience related to the delivery of substance abuse services.

-OR-

Master's degree in Business Administration, Public Administration, or a Social Science field and one (1) year of experience in the field of criminal justice or other social sciences; AND one (1) year of administrative or supervisory experience related to the delivery of substance abuse services.

-OR-

An acceptable combination of education and experience.

Established: December 7, 2004
Revised: April 4, 2011



Human Resources Director