

MENTAL HEALTH COURT COORDINATOR

GENERAL STATEMENT OF DUTIES: Performs a wide variety of legal duties involved in the Mental Health Court program; works under supervision; performs related duties as required.

STATEMENT OF TASKS:

Coordinates the day to day activities of the Mental Health Court program;
Utilizes computer terminals for word processing and statistical analysis;
Works closely with the District and Circuit Court Judges and staff and Genesee County CMH in developing and formulating reports;
Prepares grants for submission including budget preparation;
Assists with the development of offender treatment plans;
Develops data collection protocol and performs data entry for use in evaluation of Mental Health Court;
Act as liaison to the Genesee County CMH, District and Circuit Courts, and Treatment Providers to assist with the development of cooperative projects related to mental health courts;
Prepares daily court calendar and related documents for a Mental Health Court Judge;
Assists with general office duties;
Conducts and performs legal research and follow-up 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, as well as mental illness;
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 mental health 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;
Ability to draft legal documents and related correspondence;
Ability to maintain good interpersonal relationships.
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MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration, Public Administration, or a Social Science field and two (2) years' experience in the field of criminal justice, child protection, or other social sciences.

OR

At least five (5) years of clerical or para-professional experience in a legal setting.


Director Human Resources

Established: January 9, 2009
Revised: May 11, 2016
Revised: September 19, 2018