

VETERANS TREATMENT COURT COORDINATOR

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

STATEMENT OF TASKS:

Coordinates the day to day activities of the Veterans Treatment Court Program;
Utilizes computer terminals for word processing and statistical analysis;
Works closely with the District, Circuit, and Probate Court judges and staff, the Veterans Administration, and Genesee Health Services;
Prepares grant applications 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 Veterans Treatment Court;
Act as liaison to the Genesee County GHS, District, Circuit, and Probate Courts, and Treatment Providers to assist with the development of cooperative projects related to Veterans Treatment Courts;
Records and Transcribes hearings;
Prepares daily court calendar and related documents for Veterans Treatment Court Judge;
Assists with general office duties;
Conducts and performs legal research and follow-up as required;
Attends training sessions.

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, post-traumatic stress disorder, and traumatic brain injury;
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 Veterans Treatment 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;

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Ability to work effectively with various court, VA, and Genesee County GHS 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.

MINIMUM QUALIFICATIONS:

At least two (2) years of clerical or para-professional experience in a legal setting OR one (1) year of experience as a coordinator or manager.



Human Resources Director

Established: January 19, 2016