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**ALAPAHA CIRCUIT
ACCOUNTABILITY COURT**

(Atkinson, Berrien, Clinch, Cook and Lanier Counties)

JOB ANNOUNCEMENT

ALAPAHA CIRCUIT ACCOUNTABILITY COURT COORDINATOR

Salary: This is a grant funded position. Salary will be based on the experience and credentials of successful candidate and availability of funds. The salary range is expected to be \$40,000.00 - \$50,000.00.

Recruitment Period: Submit resume by February 18, 2021

Number of Positions: One (1) position **FLSA Status:** Exempt

Duties and Responsibilities:

The Superior Court seeks to fill the Felony Drug Court Coordinator position within Court Administration. Under general supervision, the Coordinator administers and coordinates all drug court services of the Superior Court of the Alapaha Judicial Circuit, and ensures the program's compliance with all court policies and procedures. Incumbent is responsible for developing community outreach programs for provision of resources to the Court and is responsible for acting as a liaison with other judicial offices and interrelated offices within the circuit and across the State of Georgia. Incumbent is also responsible for managing daily administrative operations, maintaining timely program information, and developing and maintaining fee accounting systems.

This position comes with a fringe benefits package including life, health, dental, and vision insurance. Employees also earn both sick and annual leave per month in addition to paid holidays. This position serves the Alapaha Judicial Circuit. However, the primary office is in Nashville, Georgia.

Responsibilities and Performance Standards:

- A. Coordinates the day-to-day operations of the Accountability Court program with the service provider. Attends and participates in court session as a member of the court team. Responsible for developing/revising policy, implementation of programs, goals, strategies, objectives, preparation and maintenance of current information on participant activity.
- B. Monitors fiscal year expenditures to ensure accountability programs are spending Grant funds and circuit budget at proper levels, tracks expenses of program and reports to Judges on a monthly basis; ensures expenses are properly documented and paid in a timely manner, and provides budgetary reports as needed/requested to the Accountability Court Judges that reflect amount of funds spent and percentage of budget remaining.
- C. Complies with circuit regulations and guidelines to procure equipment and supplies, ensures compliance with federal, state, local laws and codes, ensures vendors and contracts meet the need and requirements of the courts as defined by Judges, establishes memorandums of understanding/compliance between Court and selected vendors and/or contractors.

- D. Works with accountability court judges to write, edit, and submit grant applications on behalf of courts, ensures reporting of grants as required by funding authority; provides requested grant reports as needed.
- E. Works with judges and board of commissioners for Host County to establish fiscal year budgets and expenses. Prepares various statistical, financial and other reports as needed by granting agencies. Keeps up to date individual files on each participant that monitors history of their activities within court system.
- F. Serves as a liaison between judges, service provider, elected officials, courts, law enforcement officers and agencies, attorneys, and the public to ensure efficiency of the program.
- G. Coordinates with government agencies and community organizations to provide accessibility employment benefits to program participants. Organizes and conducts community outreach and stakeholder meetings; meetings will inform stakeholders and community regarding needs and accomplishments.

Minimum Training and Experience:

- Bachelor's Degree from an accredited college or university in criminal justice, social, work, psychology, court administration or public administration. Master's Degree, Licensed or Certified Counselor is preferred.
- Strong oral and written communication and presentation skills
- Knowledge of the criminal and/or substance abuse treatment environment
- One year experience in public sector program management, including budgeting
- Knowledge of program evaluation and data analysis, with demonstrated ability to exercise logic, sound judgment, and advocacy
- Occasional overnight traveling ability

Preferred Qualifications:

- Master's degree in public, court, or business administration, social policy, social work, psychology, criminal justice or comparable area
- Direct experience in accountability court operations

To apply, please send resume to: alapahacircuitdrugcourt@gmail.com

Subject Line MUST include: ACCOUNTABILITY COURT COORDINATOR

We are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered; however, only those selected for an interview will be contacted by the hiring agency.