

**SUPERIOR COURT OF DEKALB COUNTY,  
GEORGIA STONE MOUNTAIN JUDICIAL CIRCUIT  
4TH JUDICIAL ADMINISTRATIVE DISTRICT  
Accountability Courts –Deputy Director**

**Closing Date: Open Until Filled**

**Purpose of Classification:**

The purpose of this classification is to assist the Director with the daily oversight and supervision of the Accountability Courts in the Stone Mountain Judicial Circuit for the DeKalb County Accountability Courts, which is comprised of a Drug Court, Wellness Court, and a Veterans Treatment Track.

**Essential Functions:**

Assist the Director with yearly grants and ensuring state documentation is prepared for Director's review. Train all new hires on the DeKalb County Accountability Courts processes and procedures. Assist Clinical Coordinators with assigning caseloads to treatment staff and case managers. Assist the Director in devising policies and procedures specific to program management and ensure program goals and objectives are being met.

Provide technical assistance to treatment providers, case managers, clinicians, and vendors. Maintain weekly reviews of Connexis documentation to make sure all pertinent information is entered within 72 hours of participant contact. Review cases and assist in determination of participation eligibility.

Attends weekly treatment staffing's, court appearances, etc. Assist with training staff on evidence-based practices related to State Standards and Best Practices. Maintains procedures for confidentiality, release of criminal history information, and program adherence to and compliance with established Federal, State, and local standards and guidelines.

Assesses program needs and recommends changes to enhance and increase effectiveness. Ensure that all staffing notes are accurate before dissemination to the Judges, Attorney, etc. Assist with updating policies, procedures, participant handbooks, etc. Ensure that CACJ quarterly reports are submitted on time and are accurate. Make any necessary corrections based on the state's input and resubmit.

**Minimum Qualifications:** Bachelor's degree in business or public administration, criminal justice, public safety, or related field required; (Master's degree preferred); and five (5) or more years of experience working with treatment courts, and/or court programs; demonstrated progressive experience; possess three or more years of supervisory experience; or an equivalent combination of education and experience.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license.

**Performance Aptitudes:**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

**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, and/or advisory 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:**

**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 sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to such adverse environmental conditions as crowded conditions, temperature extremes, strong odors, disease/bodily fluids, or violence.

**To Apply:**

Submit letter of interest and resume, including professional references identifying both current and former immediate supervisors to: [SC.JOBS@DEKALBCOUNTYGA.GOV](mailto:SC.JOBS@DEKALBCOUNTYGA.GOV) . No phone calls please.