



**AUGUSTA-RICHMOND COUNTY**  
**invites applications for the position of:**

**Director, Accountability Court**

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<b>SALARY:</b>	\$57,003.00 Annually
<b>OPENING DATE:</b>	03/10/22
<b>CLOSING DATE:</b>	Continuous
<b>DESCRIPTION:</b>	

The Accountability Court Director administers and coordinates mental health, veterans, and drug court services for the Augusta Judicial Circuit and ensures the program's compliance with all court policies and procedures. This position is responsible for the overall coordination, management, administration and operation of the mental health, veterans, and drug court programs.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Assists in planning, organizing, coordinating, directing, and evaluating the assigned programs to ensure optimum efficiency and effectiveness
- Participates as a drug court team member, committing to the program mission and goals and works to ensure their success
- Reports on appropriate sanctions and incentives or lack thereof and ensures offenders are evaluated in a timely and competent process
- Serves as a central clearinghouse where all relevant information is communicated and ensures no conflicting information is given to participants or program partners
- Educates referral sources and community on eligibility standards and program goals. Develops team-building activities and conducts staff replacement training.
- Develops police and corrections linkage to improve supervision and agency coordination. Develops community and business resources to obtain incentives, job opportunities, and alternative assistance options.
- Purchases all necessary supplies and monitors inventory levels in a manner which facilitates efficient operation of the programs. Prepares staffing agendas and distributes electronically prior to staffing sessions.
- Prepares annual budget for the division, applies for grant funding, completes quarterly sub-grant reports timely, reviews and initially approves division invoices, tracks division expenditures, produces monthly statistical and financial reports, and supervises staff.

**MINIMUM REQUIREMENTS:**

**Education:** Bachelor's Degree in a related field such as Public Administration, Judicial Administration, Criminal Justice, or Psychology. Master's Degree preferred.

**Experience:** Two (2) or more years of experience as a mid-level manager within the criminal justice and/or substance abuse treatment environment, particularly within the court environment. Two (2) or more years of management or supervisory experience preferred.

**Knowledge/Skills/Abilities:**

- Thorough knowledge of the criminal justice system, courts, and principles and techniques of office management.
- Familiarity with work simplification and records control processes
- Demonstrated knowledge of data processing and electronic information processing systems.
- Ability to operate a variety of automated office equipment
- Exposure to financial procedures and standard practices
- Knowledge of addiction, alcoholism and pharmacology HIPPA and Federal Confidentiality Rule 42 CFR regulations
- Skills in effective speaking, writing, and management
- Skills in negotiating which facilitates conflicts to be overcome through problem solving and consensus building
- Skills in developing appropriate policies and procedures for the operation of an accountability court subject to state requirements and national best practices
- Ability to exercise good judgment and discretion in applying and interpreting the Court's policies and procedures as well as state law.
- Be a self-motivated person who can willingly accept guidance and direction from supervisors
- Skills in planning and directing the work of subordinates and contractors
- Skills in seeking, planning for, writing applications for and managing grants and grant funds and responsible for all paperwork and reports related to grant funding
- Ability to maintain an effective and confidential working relationship with associates, judges, county employees, attorneys, and the public
- Demonstrated skill in developing and maintaining positive customer relations
- Ability to effectively coordinate operations between the Court and its multiple contractors
- Ability to understand and follow confidentiality laws and protocols as established by the Felony Drug Court, the National Drug Court Institute, and federal/state laws
- Ability to organize and coordinate graduation programs

**Certification:**

- Certified Counselor is preferred

**Licensing:**

- Possession of a valid driver's license with good driving history. If State license is other than Georgia or South Carolina, applicant must obtain a license in Georgia or South Carolina within 30 days of employment.

**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 and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.
- **Equipment:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- **Verbal:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- **Math:** 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.
- **Physical Abilities:** 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 communicate orally.
- **Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

## OTHER:

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.augustaga.gov>

Position #201202843  
 DIRECTOR, ACCOUNTABILITY COURT  
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 Suite 400  
 Augusta, GA 30901  
 706-821-2303

[jobs@augustaga.gov](mailto:jobs@augustaga.gov)

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## Director, Accountability Court Supplemental Questionnaire

- \* 1. The answers you provide to the supplemental questions will be used to conclude if you meet the minimum qualifications and requirements for this position. Responses relating to your specific work experience and education MUST clearly reflect the requirements shown in the areas for work history and education on your application. Your application must be completed in full before it is submitted. Additional information may not be accepted after your application has been submitted. Do you accept these terms?
  - ☐ Yes
  - ☐ No
- \* 2. Which of the following best describes your level of education?
  - ☐ No High School Diploma or GED
  - ☐ High School Diploma or GED
  - ☐ Some College
  - ☐ Associate's Degree
  - ☐ Bachelor's Degree
  - ☐ Master's Degree
- \* 3. Which of the following best describes your experience as a mid-level manager within the criminal justice and/or substance abuse treatment environment, particularly within the court environment?
  - ☐ No experience
  - ☐ Less than one year experience

- ☐ One to two years of experience
- ☐ Three to four years of experience
- ☐ Five or more years of experience

\* 4. (Preferred) Do you have two or more years of management or supervisory experience?  
(Please show evidence within your application.)

- ☐ Yes
- ☐ No

\* 5. Do you have a valid driver's license with an acceptable driving record? (If State license is other than Georgia or South Carolina, applicant must obtain a license in Georgia or South Carolina with thirty (30) days of employment.)

- ☐ Yes
- ☐ No

\* Required Question