

**SUPERIOR COURT OF DEKALB COUNTY, GEORGIA**  
**STONE MOUNTAIN JUDICIAL CIRCUIT/4TH JUDICIAL ADMINISTRATIVE DISTRICT**  
**Judicial Branch Vacancy – Director of Accountability Courts**

**Annual Salary Range: DOQ**

**Closing Date: February 5, 2021**

**Benefits:** 10 holidays; 15 days' vacation; 13 days sick leave; medical group insurance options; pension plan; deferred compensation plan.

**Physical Ability:** Successful completion of a job-related physical examination by a County Examining Physician is required. DeKalb County does not discriminate based on disability.

**Job Summary:**

The ideal candidate will have the opportunity to work in one of the most culturally and economically diverse court systems in the State of Georgia. The Director will provide daily oversight and supervision of the Accountability Courts in the Stone Mountain Judicial Circuit which includes the Superior Court's Drug Treatment Courts, Mental Health Court, Veterans Treatment Court, Parental Accountability Court as well as other alternative sentencing programs as assigned. The Director will ensure that all programs promote defendant accountability, by assisting in the design and implementation of policies and procedures that reflect the principles and requirements set forth in the National and Georgia's Accountability and Mental Health Courts' Standards. The Director must exercise considerable tact, courtesy and discretion in contact with the staff, program participants and the general public. The Director will directly report to the DeKalb County Superior Court Administrator and the designated Deputy Court Administrator and support the Accountability Courts' Judges.

**Essential Duties:**

This job description indicates, in general, the nature and level of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the employee. It is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities. The candidate may be asked to perform other duties as required.

The Director will:

- Direct all programs and meet with the Court Administrator, Deputy Court Administrator, Judges, District Attorney and/or her designee, Circuit Public Defender and/or her designee, law enforcement personnel, treatment professionals, and community leaders, as necessary, to determine the need for new programs or expansion of current programs.
- Assist the Accountability Court Judges in devising policies and procedures specific to program management and ensure program goals and objectives are being met.
- Supervise, direct, and evaluate assigned court staff; make hiring, promotion, and termination recommendations; establish workloads and prioritizes work assignments; process employee concerns and problems; counsel or institute discipline as appropriate; assist with or complete employee performance appraisals; and ensure staff training in operations, policies, and procedures.
- Build a strong management team that fulfills the mission of the Courts and successfully meet strategic, operational, and programmatic goals approved by the Presiding Judge of the Accountability Courts and Superior Court Administrator.

- Develop and foster a working environment that encourages a focus on the coordination of staff regarding shared goals and objectives and assure the full utilization of all staff.
- Monitor fiscal year expenditures to ensure the accountability programs are spending general budget and grant funds appropriately, track expenses of program and reports on finances monthly; ensure expenses are properly documented and paid in a timely manner, and provides budgetary reports as needed that reflect amount of funds spent and percentage of budget remaining.
- Seek grant opportunities and apply for grants as appropriate. Responsible for grant reimbursements/documentation, data gathering and performance measurement, and evaluation. Ensure compliance with State law; set standards of operation for programs.
- Review cases and assist in determination of participation eligibility of participants.
- Ensure adherence to policies and procedures; develop resources needed to provide services; plan and develop informational brochures; and conduct meetings to notify all parties.

### **Qualifications:**

**Knowledge, Skills, and Abilities:** Requires knowledge of principles and practices of accountability courts and/or court programs and possesses strong leadership and management. Possess strong skills in budget administration, audit principals, and court processes and procedures. Have a great understanding of legal terminology, applicable laws, rules, and regulations governing court operations and accountability courts, and methods used to conduct legal research. Have knowledge in general office practices, procedures, equipment, and technology, as well as organizing and prioritizing work. Effective in high conflict problem-solving. Have the ability to deliver high quality, customer-focused service for internal and external partners and possess the ability to build sustainable working relationships with State and County personnel, officials, and the public. Proficient in oral and written communication and developing and delivering effective presentations. Possesses the ability to develop, implement, interpret, and enforce goals, objectives, policies, and procedures. Proficient in Microsoft Office applications and have an understanding, using, and explaining court-specific computer applications to manage court processes, gather and analyze statistics, and create reports. Generating enthusiasm and support for program objectives.

### **Education and Experience:**

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. **Licensing Requirements:** Valid State of Georgia Driver's License or proof of mobility equivalent may be requested. **Physical Requirements:** Work is typically performed in an office-like environment. May work in high conflict situations and with difficult, sometimes dangerous parties. Positions in this class typically require sitting, standing, walking, fingering, driving, talking, hearing, seeing, and repetitive physical motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### **To Apply:**

**Submit letter of interest and resume, including professional references identifying both current and former immediate supervisors to: District Court Administrator LeNora Hawkins Ponzo Asha F. Jackson, via email to – [LHPONZO@DEKALBCOUNTYGA.GOV](mailto:LHPONZO@DEKALBCOUNTYGA.GOV) by 5 p.m. on February 5, 2021. No phone calls please. Only selected candidates will be contacted by the court.**