

## GLYNN COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE:        DRUG COURT COORDINATOR, LEAD**

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**<https://glynncountyga.munisselfservice.com//EmploymentOpportunities/JobDetail.aspx?req=202219&sreq=1&form=01&desc=DRUG%20COURT%20COORDINATOR,%20LEAD>**

### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to coordinate the activities and provide administrative support for Drug Court for the County and to provide lead guidance and direction to co-workers.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Leads and coordinates daily work activities of assigned co-workers; confers with supervisor to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers, assists with complex/problem situations, and provides technical expertise; assists with training and instructing co-workers regarding operational procedures and proper use of equipment; assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Monitors and implements policies and procedures; consults with Drug Court staff and makes recommendations; develops and maintains coordinated sanctions and incentives system; reviews and updates manuals and handbooks; ensures court operations and administration comply with applicable local, state, and federal requirements.

Conducts a pre-screening for each participant referred to Drug Court; reviews records and related case paperwork; verifies eligibility for program; communicates with Court Judge and other team members regarding potential participants; arranges for scholarships as needed; prepares and submits related paperwork and documentation.

Monitors and coordinates treatment services; coordinates with contracted providers to perform services for Court participants; ensures providers furnish contracted services; coordinates transportation/transfer to outside treatment as needed; identifies and maintains comprehensive list of local resources, such as mental health, drug/alcohol rehabilitation, employment, housing, etc.

Monitors each participant's compliance with Court orders; monitors participant surveillance; facilitates the coordination of services to maximize client use of available resources; maintains related documentation.

Performs public relations and community development duties; prepares and distributes information regarding the program and its services; works to obtain interest and support for the program from human services agencies and community groups.

**Class Code 9715**

Prepares grant applications and monitors granted funds; research grant funding opportunities and determines availability of grant funding; gathers and compiles information and data; prepares and submits applications; monitors

awarded grants; maintains grant budgets and related documentation; prepares or generates and submits related reports as required.

Assists in developing and managing program budget; prepares documentation of expenditures, fee receipts, and budget requests; monitors expenditures and fees to ensure compliance with approved budget; processes invoices; prepares and submits budget reports and summaries.

Maintains and processes program and department data; performs data entry; verifies accuracy of data; retrieves, reviews, or modifies data; ensures corrections are made as needed; compiles and/or tracks various administrative and/or statistical data pertaining to program and departmental operations; prepares or generates reports; maintains related records and documentation.

Performs other administrative duties in support of department operations; processes participant payments for testing and services; inputs payroll data; orders and maintains supplies; prepares and submits human resources reports; maintains educational documentation for department staff, etc.

Prepares or completes various forms, reports, correspondence, memos, Criminal Justice Coordinating Council reports, grant documents, client charts and assessments, court reports, invoices, and other documents; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Receives various forms, reports, correspondence, emails, court and jail reports, payroll and budgeting reports, surveys, client charts and assessments, drug test results, policies, procedures, manuals and other reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review, or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, Internet, email, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Communicates with immediate supervisor, employees, law enforcement officials, program participants, the public, vendors, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

## **ADDITIONAL FUNCTIONS**

Performs other duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED required; supplemented by three years of experience **in** court operations, criminal justice, or substance abuse treatment or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Georgia driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**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, 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 rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*Glynn County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*