

SOUTHWESTERN CIRCUIT  
ACCOUNTABILITY COURT COORDINATOR  
JOB DESCRIPTION

The coordinator of the Southwestern Judicial Circuit Accountability Court is responsible for the management and direction of all aspects of the Accountability Court. The Southwestern Circuit Accountability Court is primarily a drug court, though it maintains a small docket of persons requiring primarily mental health treatment along with drug treatment. The Southwestern Circuit Accountability Court is a smaller program and the coordinator is the only fulltime employee. Hence, the coordinator will have hands on responsibility for virtually every facet of the program.

THE FOLLOWING DUTIES ARE NORMAL FOR THIS JOB. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- ♦ Supervise all aspects of the accountability court program, including treatment, surveillance, drug testing, payment of fees, and participant compliance with drug court directives.
- ♦ Leads the development of policy, implementation of programs, goals, strategies and objectives related to the Accountability Court.
- ♦ Insures that all data required by the case management system for the Counsel of Accountability Court Judges (currently Case Worx) is properly entered and maintained.
- ♦ Coordinates, schedules, and tracks treatment, drug and alcohol tests, medication, twelve-step compliance, and counseling sessions for participants.
- ♦ Assist with compliance with CACJ grant, as well as required monthly, quarterly, and year end reports.
- ♦ Provides risk assessment services to participants to determine necessary services required by participants, and to determine whether a participant is a candidate for Accountability Court. The coordinator will receive such training as necessary to conduct risk assessments of potential participants.
- ♦ Attends all Accountability Court meetings, hearings, staffings, and court proceedings (including probation revocation hearing).



- ♦ Serves as a liaison between the Accountability Court judge, treatment providers, surveillance officers, steering committee members and other agencies associated with the Accountability Court.
- ♦ Represents the courts at various community events and meetings that pertain to the work of the program, including such meetings as are necessary to promote and expand the Accountability Court. The coordinator is expected to be a community promoter of the program.
- ♦ Tracks participant progress through the program, facilitate the participants involvement in needed services, updates and maintains a paper and electronic filing system of participant clinical, progress, and financial data.
- ♦ Tract the progress graduates and facilitates continued engagement of participants who have graduated and completed the program.
- ♦ Receives payments of fees from participants, if applicable, and records these transactions appropriately.
- ♦ Assist other judges in the circuit in identifying potential participants and referring them to the Accountability Court judge.

THE FOLLOWING KNOWLEDGE AND SKILL ARE NECESSARY FOR THIS POSITION:

- ♦ Knowledge of the policies, procedures, and activities of the Southwestern Circuit Accountability Court as they pertain to the performance of duties relating to the position.
- ♦ Knowledge of the terminology used within the court program.
- ♦ Knowledge of addition, alcoholism, pharmacology, and cultural issues.
- ♦ Knowledge of legal documents, orders, sentence forms, court calendars and schedules, legal data including motions, orders, warrants, etc., and procedures and methods as required in the performance of duties.
- ♦ Skill in the use of computers and ability to operate multiple software packages.



- ♦ Ability to communicate effectively with supervisors and other staff members.
- ♦ Ability to use independent judgment in routine and non-routine situations.
- ♦ Ability to develop and administer policies, procedures, plans and activities against measured established goals.
- ♦ Ability to develop and implement long-term goals for the Accountability Court in order to promote effectiveness and efficiency.
- ♦ Ability to assemble information to make written reports and documents in a concise, clear and effective manner.
- ♦ Ability to plan, organize and/or prioritize daily assignments and work activities.

#### MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- ♦ Bachelors degree in psychology, social services, criminal justice, or related area and minimum of 2 years in a legal, clinical or case management setting required or any equivalent combination of education, training, and experience which provides the requisite knowledge skills and abilities for this position.

To apply, please send resume to: [sherrie.watkins78@gmail.com](mailto:sherrie.watkins78@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.