



DUI Court Coordinator State Court

SC/4 – 342G

JOB SUMMARY

This position serves as the liaison for the DUI Court Team, including taking a lead role at staff meetings, and disseminating program information for all treatment providers, probation officers, prosecutors, defense attorneys, law enforcement officers, and the judge. This position oversees the tracking of participant progress, data collection, data dissemination and maintenance of all spreadsheets accurately and timely, maintains confidentiality according to federal laws and regulations, and possesses an acute attention to detail and ability to work in fast-paced environment with high expectations. This position will report directly to the judge presiding over the Fayette County DUI Court.

MAJOR DUTIES

1. Coordinates the day to day operations of Program.
2. Conducts orientation with all enrolled and prospective participants.
3. Prepares bi-weekly court roster for staffing.
4. Prepares, updates, and maintains participant files in an orderly manner.
5. Prepares agendas for policy meetings; Prints sanction histories for revocation hearings.
6. Attends all revocation hearings and updates results in computer system.
7. Coordinates participant transfers.
8. Ensures effective communication among all Team members.
9. Visits and gathers information from service agencies and shares information with the Team.
10. Develops and maintains community resources needed to implement and enhance goals and objectives of Program.
11. Increases community awareness of the Program.
12. Develops community partnerships.
13. Schedules and coordinates graduations.
14. Oversees graduation process regarding client eligibility.
15. Provides direct oversight for the on-call process.
16. Provides necessary information to Team regarding assessment results and referrals.
17. Obtains necessary information from Team for the maintenance of accurate, up-to-date records.
18. Prepares and oversees the annual budget.
19. Writes, maintains, manages and reports grants.
20. Collects and performs analysis of data needed to evaluate the success of the Program.
21. Develops, maintains, and modifies policy/procedures manual and participant handbook.
22. Monitors and updates Program goals and objectives to ensure compliance with the mission statement.
23. Maintains confidentiality of all participants and office information as required by federal rules and regulations.
24. Arranges and cancels interpretive services needed.
25. Tracks participants' compliance, including timely payment of all Program fees.
26. Coordinate and schedule pleas for new participants with Team.
27. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Excellent oral, written and interpersonal communication skills.
2. Basic word processing and computer skills.
3. Excellent organizational skills; Ability to multi-task and prioritize assignments.
4. Ability to maintain effective and confidential communication and relationships with participants, judges, treatment providers, County employees, attorneys, and the public.
5. Skill in oral and written communication.

SUPERVISORY CONTROLS

The State Court Judge assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include Georgia Court Rules and Procedures, State Court Procedures, and county procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to coordinate the DUI Court programs. Success in this position contributes to the efficiency and effectiveness of court operations.

CONTACTS

- Contacts are typically with attorneys, other court personnel, members of the general public, law enforcement personnel, prosecutors, defense attorneys, victim advocates, mediators, counselors, and probation officers.
- Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching or walking. The employee frequently lifts light and heavy objects.
- The work is typically performed in an office and a courtroom.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with four-year college degree in Criminal Justice, Psychology, Public Administration or another related field. Relevant work experience may be considered as a substitute for education requirements. Requires experience in or understanding of addiction counseling.
- The selection will consist of an evaluation of education and experience, accomplished by analysis of the applicant's resume. Resume and subsequent application must document that the applicant possesses the minimum knowledge, skills, education and experience as listed to be qualified.
- Possession of a valid Georgia drivers' license.