

**Jefferson County  
Position Description**

**Name:**

**Department:** Administration

**Position Title:** CJCC and Treatment Courts Coordinator

**Pay Grade:** 8    **FLSA:** Non Exempt

**Date:** October 2023

**Reports to:** County Administrator

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**Purpose of Position**

The Community Justice Collaborating Council and Treatment Courts Coordinator is responsible for supporting the activities of the Community Justice Collaborating Council (CJCC), the Jefferson County Alcohol Treatment Court (JCATC) and the Jefferson County Drug Treatment Court (JCDTC). The position helps all County and Criminal Justice officials gain a comprehensive view of problems and operations and provides a range of alternative solutions and long-range impact of decisions to the County's Justice System.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Establishes goals, priorities, programs, and the organizational structure of the CJCC in conjunction with the CJCC, treatment court staffing team and CJCC subcommittees. Develops program specifications, performance measures and evaluation standards for the CJCC.
- Works closely with governmental, judicial, and private agencies to coordinate services and assist in the resolution of problems, questions, or requests related to services provided.
- Develops the CJCC/Treatment Court annual budget and coordinates the planning and implementation of CJCC and Treatment Court activities within budgetary guidelines.
- Assists in the development and support of the CJCC, the CJCC Standing Committees and Sub Committees, and attends committee meetings as needed. May serve on other committees and boards that align with goals of CJCC such as the Drug Free Coalition.
- Oversees the Case Management contract for the JCATC and JCDTC, including coordinating evaluating outcomes of the JCATC and JCDTC, as well as all grant documentation and administration.
- Obtains and analyzes information, research program issues, evaluates alternatives, and makes appropriate recommendations related to implementation of CJCC initiatives, including providing operational and statistical reports to support recommendations.
- Studies and develops methods to provide for the availability and development of resources, facilities, and services that will be required for, or offered by the CJCC.
- Explores potential resources for future grant funding and participates in applying for such grants on behalf of the CJCC and the treatment courts. Assists in the development of Request for Proposals and Vendor Purchase of Services Contracts.
- Participates in treatment court services, including pre-screening offenders using objective based classification, LSI, or other applicable processes for placement into appropriate programs; attending treatment court staffing meetings; assisting with coordination of services and post-graduation opportunities for treatment court participants; and testifying in court regarding case specifics. May assist as needed in coordination with case management contract to support required of alcohol and drug testing of participants.
- Represents the CJCC at local and state committee meetings, County Board meetings, and at local or national seminars, making oral and written presentations as required.

- Assists in publicity and promotion of the CJCC and treatment courts. Coordinates in-service and other training seminars to facilitate implementation of new programs, procedures, or initiatives.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or as needed.
- Maintains confidentiality and complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Provides administrative support to CJCC programs and the JCATC and JCDTC.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Criminal Justice, Public Administration, Social Work, Political Science, Organizational Development, or other closely related field. Four to five years' experience in the criminal justice system, public administration, or human services field with two years of project management experience. Experience in researching, writing, and administration of grant requests highly desired.

### **Preferred Training and Experience Required to Perform Essential Job Functions**

Master's degree in Criminal Justice, Public Administration, Social Work, Political Science, Organizational Development, or other closely related field.

### **Other Requirements**

**Hours of Work:** Typically, Monday – Friday, during normal business hours. May require evenings or weekends to accommodate participant schedules and meeting times.

**Background Check:** The successful candidate will be required to submit fingerprints as part of an FBI criminal background check and to complete Security Awareness Training.

### **Knowledge, Skills, Abilities**

- Ability to reliably and predictably carry out one's duties.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to maintain confidentiality.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

- Skill in researching, writing, and administration of grant requests.
- Skill in working sensitively with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds in public health settings.

**Supervision**

None.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing, or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books, or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, 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.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Human Resources \_\_\_\_\_

Date \_\_\_\_\_