



CJCC and Treatment Courts Coordinator

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

ABOUT THE ADMINISTRATION DEPARTMENT OF JEFFERSON COUNTY

The mission of the Administration Department is to oversee the execution of the mission and vision of the county through the coordination and direct administrative and management functions of the County government to include the submission and execution of the annual budget, execution of the strategic plan and other planning documents, personnel actions, ensure that every county ordinance and state or federal law is observed, enforced and administered and to provide policy recommendations and analysis to the County Board. The Administration Department also includes the direct oversight to the Community Justice Collaboration Council (CJCC) and Treatment Courts Coordinator and their operations.

WHAT WE ARE LOOKING FOR

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.

SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- 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.



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Requirements:

- Bachelor's degree in Criminal Justice, Public Administration, Social Work, Political Science, Organizational Development, or other closely related fields.
- Four to five years' experience in the criminal justice system, public administration, or human services field.
- Two years of project management experience.

Preferred Requirements:

- Masters' degree in Criminal Justice, Public Administration, Social Work, Political Science, Organizational Development, or other closely related fields.
- Experience in researching, writing, and administration of grant requests is highly desired.

Other Requirements – Certificates/Licensures

- Valid Drivers' License.
- Refrigeration and boiler certificates preferred.
- Certification in facilities management (e.g., Certified Facility Manager - CFM) is a plus.

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.

Wage & Benefits

The starting hourly wage range is \$29.93 - \$31.65 per hour depending on qualifications.
Full range extends to \$38.49 per hour.

Benefit Highlights

- *2 weeks paid vacation* Health insurance* Health insurance Opt Out Plan * Dental & Vision insurance*
- * Life insurance* Wisconsin Retirement System* Health Savings Account * Deferred Compensation Program*
- *Group Life insurance *

Jefferson County offers an excellent, comprehensive benefits package.

[Click Here for 2024 Jefferson County Benefits](#)

Employees at Jefferson County Value

Competitive Pay Excellent Benefits* Great Coworkers* Flexibility* Advancement & Opportunity* Family Culture*

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at www.jeffersoncountywi.gov

Jefferson County is an Equal Opportunity Employer