

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

COURT ALTERNATIVE COORDINATOR

Department: Court Administration
Pay Grade: 106
FLSA Status: Non-Exempt
Job Class: 6076
Risk Code: 8820

JOB SUMMARY

Responsible for coordinating various program activities including all applicable court sessions.

ESSENTIAL JOB FUNCTIONS

- Performs intake of new participants for assessment of their individual risks and needs. Refers Problem-Solving Court participants to outside agencies and other community resources for assistance with their needs. Ensures that appropriate plans are in place and conducts regular review of participants' services.
- Schedules Problem-Solving Court staff meetings.
- Ensures that all Mental Health Court goals, objectives, standards and policies and procedures are followed.
- Monitors compliance of Mental Health Court participants with the conditions of court orders and related program requirements.
- Works independently on departmental professional, technical, or administration functions with responsibility for planning of work to attain assigned objectives.
- Makes major decisions limited only by department policies, procedures, and regular requirements and standards.
- Acts as a liaison between the participant's service providers and the Problem-Solving Court Judges.
- Attends Problem Solving Court proceedings and status conferences for participants. Confers with Problem Solving Court Judge on pertinent information relating to participants' performance levels.
- Prepares all necessary documentation for maintenance of the DCCM database, status reports and court proceedings. Collects and provides necessary data for statistical reporting.
- Analyzes current trends and statistical data to recommend improvements.
- Coordinates day-to-day operations and supervises staff.
- Monitors program revenues and expenditures.

- Acts as liaison with the drug screen provider and outpatient therapists for the Problem-Solving Court Program.
- Participates in community outreach and events geared to enlighten citizens of Problem-Solving Court programs.
- Coordinates required training for Problem-Solving Court employees.
- Provides excellent customer service to members of the general public and other County and State employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person, by phone contact, or by other electronic means.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position may be responsible for direct and regular supervision of one or more employees as well as the supervision of multiple volunteers. Supervision also includes assigning tasks, providing guidance, evaluating performance, and reviewing work of subordinate employees. Additionally, responsibilities include recommending selection of new staff members, promotions, status changes, discipline, and scheduling as well as organizing and coordinating daily work activities.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Public or Judicial Administration, Business, Education, Social Work, Criminal Justice, or equivalent; and three (3) years' relevant experience in criminal justice, social services; court diversion programs, juvenile probation, or related area; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

Knowledge, Skills, and Abilities:

Language Skills

- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

- Ability to compute rate, ratio, and percent and draw and interpret bar graphs.

Problem-Solving Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plans, policies, specifications, and programs continually.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.

Specialized Skills and Abilities

- Knowledge of Microsoft Office Suite programs.
- Knowledge of the purpose and functions of the various agencies related to juvenile court.
- Ability and skill to tactfully deal with various governmental organizations and the general public.
- Ability to communicate effectively orally and in writing.
- Ability to work some evenings.
- Ability to work effectively and independently with a minimum amount of supervision.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will regularly be required to use hand to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and will frequently be required to stand, walk, talk, or hear.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be exposed to outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*