

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.

ALTERNATIVE SANCTIONS COORDINATOR

Department: Court Administration
Pay Grade: 105
FLSA Status: Non-Exempt
Job Class: 6084
Risk Code: 8820

JOB SUMMARY

Responsible for performing a variety of administrative and fiscal related duties assisting the Chief Judge, Administrative Judge of the Juvenile Division, the Court Administrator, and professional staff in managing the daily operation and support functions of Juvenile Court.

ESSENTIAL JOB FUNCTIONS

- Coordinates alternatives to secure detention and pre-trial diversion for juvenile offenders.
- Provides reports, researches and develops programs, recommendations, and legislative requests at the directive of the Chief Judge and/or the Court Administrator.
- Consults with the Chief Judge, Administrative and Juvenile Judges, Court Administrator, and other staff members concerning program development, support services, personnel matters, operational issues, and other administrative services.
- Provides evaluation of juvenile court program performance to the Chief Judge, Administrative Juvenile Judge, and the Court Administrator.
- Works within all juvenile divisions providing a contact resource for Court Administration issues, i.e., public and private agencies, Conflict Attorneys, and other contractual providers
- Works in conjunction with internal and external agencies to develop inter-agency agreements and projects.
- Prepares and maintains program budgets, including reporting and related documentation.
- Administers and reports on grant funded programs and projects.
- Develops program descriptions and policies and procedures regarding training and staffing requirements.
- Monitors program procedures and practices to ensure program outcomes are being achieved as well as compliance with Florida Statutes regarding confidentiality and record maintenance.
- Provides ongoing program analysis to determine if the procedures and practices are at optimal performance.

- Coordinates intake interviews and makes presentation to schools and community groups regarding Juvenile Court programs and recruits adult as well as juvenile volunteers.
- Communicates with schools via email and phone when requesting youth grades and enters applicable information into database.
- Communicates with parents and provides them with resources required of the program for treatment and communicates with treatment providers of youths via email and phone.
- Meets with Drug Court Manager weekly.
- Works independently on departmental professional, technical, or administration functions with responsibility for planning of work to attain assigned objectives.
- Makes major decision limited only by department policies, procedures, and regular requirements and standards.
- Provides excellent customer service to members of the general public and other County 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 or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position may be responsible for directly supervising community service workers on a partial, part-time, or temporary basis depending on area of assignment.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Criminal Justice or Social Work or equivalent; and two (2) years' experience in criminal justice or social services; prior court diversion program or juvenile probation experience preferred; 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

- 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.
- 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.
- 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.
- 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.