

Circuit Court of Missouri

Thirteenth Judicial Circuit



JOB DESCRIPTION

Position: Treatment Court Administrator **State** **County**
Department: Treatment Courts
Reports to: Court Administrator
Position Status: Regular, Full-Time **Exemption Status:** Exempt - 0
Salary Range: \$48,048 - \$51,064 (Range 43) **Last Revised:** 9/6/18

Definition of Work:

This is a highly responsible administrative and managerial position involving overall direction, coordination and planning of services within the Treatment Courts. This position may administer the Mental Health Court, DWI Court, and Veterans Court Programs, or any similar Treatment Court program as directed. Work is performed under the supervision of the Court Administrator of the 13th Judicial Circuit in coordination with the Treatment Court Commissioner, and state-paid Treatment Court Administrator. The employee is expected to perform job administrative functions with minimal supervision. The employee will be responsible for the management and administrative duties of running multiple courts. This work includes developing budget requests, establishing procedures and overseeing day-to-day operations. Responsibilities also include primary liaison with outside agencies and the on-going development, evaluation, and function of programs.

Examples of Work Performed

These examples do not cover all of the work which may be performed as part of this position.

- Manages and coordinates administrative services for the assigned Treatment Courts, which includes budgeting, accounting and finance, personnel, court automation, case processing, and related administrative services.
- Works with the Court Administrator and the Treatment Court Commissioner to establish policies and procedures relating to the operation of the assigned courts.
- Monitors, coordinates and evaluates the effectiveness of court programs through process and outcome studies to determine requirements for program modification.
- Identifies and makes recommendations concerning the needs of the assigned courts, including the establishment of goals and priorities within the program.
- Prepares, administers and monitors contracts for services.
- Works with the Treatment Court staff to prepare and make application for local, state and federal grants that would assist with the operation of the assigned courts.

- Plans and implements strategies to encourage collaboration and partnership with federal, state, and local agencies and organizations to further the general understanding and acceptance of the Treatment Court programs.
- Represents the court in meetings with public and private agencies, the news media and the public in general.
- In consultation with the Court Administrator and Treatment Court Commissioner, recommends, approves and monitors research activity.
- Prepares and/or maintains the operating manuals, participant information packets, public information packets and other materials the appropriate treatment teams deem necessary.
- Provides support to court participants by locating and recommending community resources; networking with service providers; and identifying resources for financial aid to offset the cost of medical treatment.
- Consults and collaborates with attorneys, service providers and other staff members regarding the progress of court participants in the court programs.
- Provides information to court participants on program requirements and court expectations for their participation in the assigned court programs.
- Is responsible for keeping the Court Administrator informed concerning general developments within the programs and to immediately report matters of significance.
- Compiles data on the operation of the assigned courts, and documents services provided to court participants. Prepares and submits an annual report and such other comprehensive reports as may be requested by the Court Administrator.
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Required Knowledge, Skills and Abilities

- Thorough knowledge of court procedures, legal documents, laws and legal factors pertaining to the court system.
- Thorough knowledge of the organization, functions, responsibilities and procedures of the court system.
- Considerable knowledge of the modern principles and practices of public and judicial administration.
- Some knowledge of Treatment Courts, especially DWI Court, Mental Health Court, or Veterans Treatment Court; mental health diagnoses and treatment, chemical addiction, substance abuse treatment, the special needs of those suffering from a mental illness in the court system, substance abuse and individuals with co-occurring disorders, and principles associated with the operation of an alternative sentencing court.

- Some knowledge of basic accounting, grant management, and modern automated systems.
- Strong ability to establish and maintain effective working relationships with judges, court officials, attorneys, service providers, and the general public.
- Ability to organize, direct, and coordinate team meetings, training sessions and public forums in an effective manner.
- Ability to communicate ideas clearly and concisely, both orally and in writing.
- Ability to make oral presentations to justice system employees and the general public.

Physical Demands

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires continuous sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

Work Environment

This job operates in a professional office environment. Professional attire required. Employee's presence at the work site is required to complete the job. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, witnesses, defendants, victims, law enforcement agencies, court employees, attorneys, and members of other entities.

Required Minimum Education and Experience

The following statement represents the minimum education and experience which will be used to determine qualifications of applicants. Equivalent substitution may be permitted in case of deficiencies of either experience or education. Education above the minimum stated may be substituted for up to two years of the required experience; experience in a similar position with similar job responsibilities may be substituted on a year for year basis for the required education.

Graduation from a four-year college or university with major course work in judicial administration, public or business administration, sociology, psychology, criminal justice or a related field, and three years of responsible professional experience in management or criminal justice and one year of responsible professional experience in management or administration.

