



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Domestic Assault Court Coordinator</u>	<b>NEW:</b> _____	<b>REVISED:</b> <u>X</u>
	<small>(Please check one)</small>	
<b>REPORTS TO:</b> <u>Court Administrator</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>01/16</u>
<b>DEPARTMENT:</b> <u>Circuit Court Services</u>	<b>JOB CODE:</b> 603	

**SUMMARY:**

Under general supervision, the Domestic Assault Court Coordinator performs case management, monitors defendant compliance for the court-ordered batterer’s intervention program, and applies and monitors grant funding for the domestic assault docket for the 13<sup>th</sup> Judicial Circuit Court.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Attends Boone County and Callaway County Domestic Violence dockets; provides information to defendants ordered to the local batterer’s intervention program; determines whether a defendant is eligible or appropriate for a program; coordinates defendants’ enrollment dates, start dates, and program completion designated by court order; tracks the defendants’ progress through the program and communicates updates to judges and other staff; writes memos to judges recommending actions based on defendants’ compliance or noncompliance; sends letters, writes memos, and sets hearings if scheduled program dates are not attended and progress is not met; makes decisions with facilitators regarding suspensions and terminations from batterer’s intervention program; communicates progress updates and changes regarding court-ordered participants; communicates daily with the batterer’s intervention program regarding court-ordered participants; attends monthly meetings to discuss issues related to batterer’s intervention program and domestic violence; communicates with prosecutors, defense counsel, probation and parole, and other community stakeholders regarding issues related to domestic violence and the domestic violence docket as needed.

Performs a variety of office support work; prepares letters, correspondence, forms and other documents; receives, sorts, processes and distributes incoming mail; maintains copies of documents; operates computers, maintains and updates files and databases; generates

computer reports; performs word processing; operates office equipment; answers phone lines and e-mail; directs inquiries to the appropriate staff.

Compiles quarterly reports regarding the number of domestic violence cases filed and disposed; monitors domestic violence cases and recidivism rates for defendants that have graduated or been terminated from batterer's intervention program; compiles and sends information to all domestic violence judges and the court administrator.

Researches, drafts, applies for, and monitors grant funding for the domestic assault docket; completes required reports for grants; completes monthly reimbursement claims, status reports and annual reports for applicable grants.

Performs other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Knowledge of personal computers and standard software applications related to legal support work.
2. Knowledge of accounting practices.
3. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
4. Advanced knowledge of legal processes and terminology.
5. Advanced knowledge of the criminal justice system in the State of Missouri.
6. Advanced knowledge of filing and electronic record keeping systems.
7. Advanced knowledge of the grant writing, reporting, and application process.
8. Skill in mathematics sufficient accurately calculate numbers and perform calculations using addition, subtraction, multiplication, and division.
9. Skill in the ability to work well with other employees, court professionals, and the public.
10. Advanced skill in application of state and federal guidelines, rules, and statutes to perform essential functions of position.
11. Advanced skill in reading and interpreting documents and reports.
12. Advanced skill in discretion and maintaining confidential information.
13. Advanced ability to work independently and follow instructions.
14. Advanced ability to maintain a high level of accuracy and attention to detail.

**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. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers, scanners, 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.

**MINIMUM QUALIFICATIONS:**

Bachelors Degree in Accounting, Business Administration, Public Administration, Criminal Justice or related field, plus two years of clerical or office management experience and two years of accounting or bookkeeping experience

**PREFERRED QUALIFICATIONS:**

One year of experience in grant writing and one year experience in a criminal justice or legal field.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)