

DRUG COURT COORDINATOR

Job Title: Drug Court Coordinator

Department: Charles County Circuit Court

Work Location: La Plata, Maryland

Starting Salary: \$70,767.81 Annually

Job Type: Full-time; 37.5 Hours per Week; FLSA Non-Exempt

Closing Date: February 7, 2025

Job Description Summary: The Drug Court Coordinator is responsible for the day-to-day planning, development, management, monitoring, and coordination of the Charles County Circuit Court's problem-solving court program(s). Successful execution of the essential job functions requires a thorough knowledge of, and experience with, project management, budget preparation, grant writing, ancillary service development, problem-solving court principles, and/or addiction and mental health issues. The coordinator serves as a liaison with local and state court offices, treatment providers, social service agencies, criminal justice partners, community stakeholders, etc. Information obtained during the performance of these duties may be confidential or private in nature. This grant-funded position works under the direct supervision of the Court Administrator, with general oversight provided by the Director of Family Programs and the Drug Court Judges and/or other judicial officers.

Essential Job Functions: Plan, implement, and monitor the day-to-day activities of the problem-solving court program(s) to ensure compliance with key drug court components and efficient, quality service delivery to the target population. Develop and implement a strategic plan that meets the long-term goals and objectives of the community and promotes program sustainability. Compose policies, procedures, goals, objectives, mission statements, etc. for use in informational brochures, presentations, and grants. Conduct grant research, writing, management, and periodic performance reporting. Plan and prepare budgetary estimates and justifications. Coordinate and approve drug court expenditures. Manage drug court contractual obligations. Cultivate and maintain cooperative relationships with program and community stakeholders. Coordinate and facilitate interdisciplinary training for drug court team members. Organize and conduct community presentations. Identify service gaps and develop community resources. Collect and analyze data utilized for statistical and narrative reporting. Strategize plans for potential expansion of drug treatment courts or application of drug treatment court approaches to serve other populations. Promote team integrity and monitor quality assurance. Organize and disseminate drug court calendars and pre-court staffing information. Maintain accurate and timely records and documentation for the problem-solving courts programs. Organize, attend, and participate in pre-court staffing, court hearings, conferences, meetings, and committees. Act as a liaison between judicial officers, court personnel, treatment providers, attorneys, members of the drug court team, funding agencies, and community organizations. Serve on workgroups or committees at the state or local level.

Qualifications, Knowledge, Skills, and Abilities: Availability to work a full-time court schedule of 8:00 a.m. to 4:30 p.m., Monday through Friday, with the flexibility to accommodate deviations from the standard workday. Adept at planning, organizing, directing, and coordinating administrative activities for a program or organization. Possess a comprehensive working knowledge of all terminology, applicable laws, ordinances, policies, standards, and regulations pertaining to problem-solving court programs. Ability to develop and implement interim and long-term strategic plans for drug court operational efficiency and sustainability. Detail-oriented with excellent organizational abilities including time management, workload prioritization, and record-keeping accuracy in accordance with court policies and/or governmental regulations. Ability to identify problems, collect data, establish facts, draw valid conclusions, and create viable solutions based thereon. Aptitude for basic mathematical and accounting principles. Even temperament and strong interpersonal skills to effectively collaborate with community partners and work well with others in a team-oriented environment. Effective oral communication skills and the capacity to exercise a high

degree of tact, diplomacy, professionalism, and competence in dealing with a wide variety of people. Superior writing skills with the versatility to accurately compose a variety of genres. Ability to simultaneously perform multiple tasks, with minimal supervision, and make independent decisions based on experience, good judgment, and established court policies and procedures. Discretion and sound judgment in working with sensitive information to maintain confidentiality. Ability to organize, direct and coordinate team meetings, training sessions, and public forums in an effective manner. Proficiency with Microsoft Office, with an aptitude for learning software programs related to various Drug Court functions.

Education and Experience:

Requires a bachelor's degree from an accredited college or university in human services, business administration, public administration, criminal justice, or related field.

Three years of progressively responsible related experience in human services, business administration, public or court administration, criminal justice; OR,

Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job. Job-related experience should include project or program management and/or experience in this capacity in the fields of addictions, human/family services, health services, public safety, law enforcement, corrections, or court management. Direct drug court, grant writing, and community outreach experience is preferred. Candidate must have commensurate education, training, and/or experience demonstrating competence in the essential duties, knowledge, skills, and abilities.

The position is grant-funded, and continued employment is contingent upon the availability of funds awarded each fiscal year. Excellent benefits including a defined benefit pension plan, deferred compensation, generous leave, and health care programs. The Charles County Employee Pension Plan honors portability of prior eligible Maryland State and local government services in other defined benefit pension plans.

In addition to completing the online application, candidates must attach a current resume and professional writing sample to the application to be considered for this position. Alternatively, one's application, resume, and professional writing sample may be mailed or hand-delivered to the Circuit Court for Charles County, Maryland, Attention: Julee Snyder Court Administrator, 200 Charles Street, La Plata, Maryland 20646. Faxed copies or applications electronically submitted directly to an individual's email address will not be accepted.

Charles County Circuit Court is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.