

## **CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND**

### **Personnel Class Specification**

#### **DRUG COURT CASE MANAGER/RESOURCE SPECIALIST**

##### **DEFINITION OF CLASS**

The Drug Court Case Manager/Resource Specialist is responsible for overseeing the ancillary service component of the drug court program. Employee is expected to have a thorough knowledge of Court organization, office practices, and make independent decisions in dealing with the public and employees. Information obtained in the course of the performance of these duties may be confidential or private in nature. The employee in this position must recognize that visitors to the Court may be under significant stress and ensure that they are treated with dignity and discretion as they obtain court-ordered services.

The incumbent reports to the Drug Court Coordinator and the Court Administrator and is responsible to the acting Drug Court Judges and/or Judicial Officers.

**Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that either an employee, or the court, may terminate the employee relationship at any time, with or without cause. There are no contractual relationships between the Circuit Court and an employee; letters, benefit or policy statements, performance evaluation, handbooks, or other employee communications should not be interpreted as such. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents.**

##### **EXAMPLES OF ESSENTIAL FUNCTIONS**

To be successful, the employee in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. This job description reflects management's assignment of essential functions. It is not an exhaustive list of responsibilities and does not prescribe or restrict various additional diversified tasks and assignments that may be required by Judicial Officers and/or the Court Administrator.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Identify and recommend appropriate resources to facilitate the success of participants enrolled in the Montgomery County Circuit Court Adult Drug Court Program.

- Closely monitor participant progress and compliance during their enrollment in the program.
- Provide written reports regarding participant compliance to the court on a regular basis.
- Attend, and participate in, team meetings to discuss various court-related issues including, but not limited to, client compliance, coordination of services and procedural changes.
- Work in close cooperation with Judicial Officers, court personnel, prosecutors, defense attorneys, and staff from other social, health, education and related agencies to meet participant needs and ensure compliance.
- Develop partnerships and be innovative with traditional services.
- Effectively manage caseload of fifty Drug Court participants.
- Facilitate problem solving in daily operations.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work the full-time standard Court work schedule of 8:00 a.m. to 5:00 p.m. (Monday through Friday) with flexibility to accommodate evening hours at least twice weekly (currently Monday and Thursday evenings).
- Maintain a regular, punctual and reliable level of attendance.
- Ability to work independently and have high level interpersonal skills to handle sensitive and confidential situations.
- Knowledge and experience with regard to case management and ancillary services.
- Knowledge of clinical and criminal justice services and levels of care.
- Ability to communicate effectively, orally and in writing.
- Ability to exercise a high degree of judgment, tact, diplomacy, discretion, and competence in dealing with judges, attorneys, courts personnel, service providers, and Drug Court participants.
- Ability to develop partnerships and foster a spirit of teamwork with partnering agencies.

- Ability to handle multiple tasks and maintain a professional demeanor when dealing with court personnel and the public at all times.
- Ability to make decisions based on experience, good judgment, and established policies and procedures.
- Ability to set priorities and simultaneously process multiple duties and responsibilities.
- Knowledge of and ability to apply fundamentals of business English, spelling, grammar, punctuation, standard office practices and procedures.
- Excellent telephone manner and experience dealing with the public.
- Ability to develop and maintain collaborative and professional working relationships with court personnel and the public.

#### **MINIMUM QUALIFICATIONS**

- B.A. degree from an accredited college or university in social work, psychology, criminal justice, behavior management, public health, sociology, corrections or a related field with two years of fieldwork or case management experience to include project or program case management, in the field of addictions, human/family services, health services, public safety, law enforcement or corrections.
- Excellent oral communication skills and an even temperament are high priority considerations for this position.
- Superior writing skills and command of English are essential.
- Excellent organizational skills and customer service are of the highest priority as well as competence and temperament to communicate with the legal community, in-house court personnel, Drug Court participants, and the general public in a fast paced environment.
- Possession of a valid motor vehicle operator's license in state of residence for job-related duties which require the use of a personal car. (Mileage reimbursed.)
- Must be available to work evening hours.
- An equivalent combination of education and experience may be substituted.

**Note:** This position **will not** act in a clinical capacity and supervision hours will not be offered if applicant requires clinical licensing hours. Licenses and Certificates are not a requirement for employment.

Steps to apply for employment opportunities within Court Administration:

1. [Download the Employment Application.](#) (PDF)

**NOTE:** The application form requires you to have Adobe Reader version 8 or higher. Visit the [Adobe Acrobat website](#) to download the latest Adobe Reader version for free.

2. Complete the application in its entirety. Your application may be rejected if information is missing.
3. Be sure to save your application to your local computer early and often.
4. Once you are finished, email the completed application, cover letter, resume, and writing sample to [adminhr@mcccourt.com](mailto:adminhr@mcccourt.com)

\*If you are using Chrome to download the employment application, please see our website for additional instructions:

<https://montgomerycountymd.gov/cct/careers.html>