



# SARASOTA COUNTY GOVERNMENT

## CLASS SPECIFICATION

**CLASS TITLE: DRUG COURT COORDINATOR**

**CLASS CODE: 31632**

**EEO Code: 02**

**FLSA: Exempt**

**W/C Code: 8810**

**Pay Grade: 10**

### **MAJOR FUNCTION(S)**

This is professional work designing, developing, implementing and coordinating treatment-based drug court(s).

### **TYPE OF DUTIES**

- Designs, develops, implements and coordinates treatment-based drug court programs.
- Plans strategies and objectives.
- Serves as drug court program liaison.
- Makes presentations to special interest groups.
- Supervises case workers assigned to the drug court program.
- Develops and monitors the treatment-based drug court budget and produces any required grant and budgetary reports.
- Monitors the success of the drug court program.
- Provides technical assistance to the courts, court-related committees and other governmental agencies related to drug court.
- Prepares comprehensive reports and recommendations relative to treatment-based drug court.
- Performs related work as required.

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

- Knowledge of laws, rules and standards associated with the Florida State Courts System.
- Knowledge of analytical and research principles and techniques.
- Knowledge of word processing, spreadsheet and database applications.
- Knowledge of substance abuse and the disease of addiction, pretrial release intervention techniques or probation services.
- Ability to conduct independent research based on sound scientific principles and draw appropriate conclusions resulting from the findings.
- Ability to develop strategic plans.
- Ability to work independently.
- Ability to work effectively with both individuals and groups.
- Ability to analyze and interpret legal documents.
- Effective oral and written communication skills

Coordinator, Drug Court

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**MINIMUM QUALIFICATIONS**

A Bachelor's Degree from an accredited college or university in Criminology, Criminal Justice, Psychology, Social Work, or Business, Public or Judicial Administration and two years of professional experience in court administration.

Progressively responsible professional experience as described herein may be substituted on a year-for-year basis for the required college degree.

APPROVED BY:

DATE

John Wesley White, County Administrator

12/4/96