



SARASOTA COUNTY GOVERNMENT

CLASS SPECIFICATION

CLASS TITLE: Manager, Court Services

CLASS CODE: 31652
EEO Code: 02
FLSA: Exempt
W/C Code: 8810
Pay Grade: 12

MAJOR FUNCTION(S)

This is responsible managerial work directing the management, administrative and operational functions of Court Services for the Pretrial Services and Drug Court Program.

TYPES OF DUTIES

- Plans, coordinates, manages, reviews and evaluates the work of employees engaged in the activities of the Pretrial Services and Drug Court Program.
- Develops, interprets and implements policies and procedure, and work standards in compliance with Florida Statutes governing program goals and objectives.
- Performs as liaison to other court entities and develops and implements performance measures to ensure quality services and results.
- Researches and communicates training and tools to facilitate continuous improvement. Directs and controls the work of the Interviewing Unit, Supervision Unit, other special Pretrial Services Court Programs, and Drug Court Program.
- Consults with judiciary, state attorney's office and public defender's office to determine policy for identifying defendant eligibility for release recommendation and/or a defendant's acceptance into the program for supervision prior to disposition.
- Provides leadership in development of functional plans, goals and objectives.
- Evaluates and studies program services and conducts a comprehensive review and analysis of its effectiveness.
- Interfaces and coordinates with judicial and law enforcement agencies, attorneys, court officials, etc.
- Conducts presentations to promote an understanding of the specifics of the pretrial services program.
- Formulates policies, procedures, and other administrative functions that promote accountability and quality service.
- Prepares a program budget proposal including recommendations for program changes and increase or decreasing budget line items, manages program budget expenditures, transfers, and amendments.
- Fosters staff professional and personal development, workplace diversity and team building.

JOB BASED COMPETENCIES

- Exercises Sound Financial Judgment
- Promotes Continuous Innovate Learning
- Improves Process and Builds Capacity
- Champions for Customer and Community

JOB BASED COMPETENCIES (Specific for position)

- Knowledge of theories, principles, and practices of the criminal justice system.
- Knowledge of applicable federal and state rules, regulations, and guidelines relating to court alternatives and criminal justice programs.
- Knowledge of behavioral techniques of anti-social behavior modification.
- Knowledge of available community resources.
- Knowledge of administrative principles and practices, including the establishment of goals, program development, implementation, and evaluation and supervision of employees.
- Knowledge of principles and practices of budget development and administration.
- Knowledge of courtroom procedures and practices.
- Knowledge of management and supervisory principles and techniques.
- Skill in implementing behavior techniques of anti-social behavior modification.
- Skill in planning, organizing, and administering criminal or juvenile justice programs including intervention, diversion, confinement, probationary services, counseling, and related social services and programs.
- Skill in providing professional development and training of staff.
- Skill in techniques for effectively supervising and evaluating the work of others.
- Skill in developing and implementing goals, objectives, policies, procedures, and work standards.
- Skill in interpreting, applying, and explaining complex federal, state, and local laws related to the criminal justice system.
- Skill in preparing clear and concise reports, statistical and financial data, correspondence, and other written materials.
- Ability to interact successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Ability to make sound independent judgments.
- Ability to communicate effectively, orally and in writing including ability to develop and deliver effective oral presentations.

MINIMUM QUALIFICATIONS


A Bachelor's Degree from an accredited college or university with a major in criminal justice, counseling, social or behavioral science, or a related field, and three years of professional experience in criminal or juvenile justice work, one year of which must have been in a supervisory capacity.

Progressively responsible professional experience in a related field may be substituted on a year-for-year basis for the required college degree.

May require certification by the Federal Department of Law Enforcement (FDLE) as a Florida Crime Information Center/National Crime Information Center (FCIC/NCIC) Operator.

APPROVED BY:

DATE:



Joanie W. Whitley, PHR, Manager, Compensation and Performance Management

5/12/04