

# **BANNOCK COUNTY** **CLASS SPECIFICATION**

## **BANNOCK COUNTY COURT SERVICES DIRECTOR**

Department: Court Services  
FLSA Designation: Exempt

Pay Grade: 15  
Effective Date: 10/04, 8/09

### **Purpose of Class**

Performs administrative and managerial duties to ensure that the Court Services programs, procedures, and protocols of the Court are maintained; performs related work as required.

### **Primary Function**

This position performs administrative, managerial, and supervisory duties directing and coordinating the complex Court Services support duties following established guidelines and procedures to expedite and maintain the programs, procedures, and protocols of the Court system. The work is performed under the general supervision of the Trial Court Administrator. Direct supervision is exercised over the Court Services department. The principal duties of this class are performed in a general office environment.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Administers the daily Court Services functions of the Court system, including misdemeanor probation, pre-trial release, and Drug Court functions for felony and misdemeanor offenders;
- Supervises and directs the work of subordinate employees, assigns and sets project priorities, monitors workload, monitors work for timely completion and compliance with legal standards and guidelines, and provides assistance;
- Recruits, trains, supervises, schedules, disciplines, and evaluates subordinate employees; reviews and processes time sheets and personal leave records;
- Speaks publicly regarding Court Services and Drug Court programs providing information to the community and other counties;
- Administers and implements Court Services policies and procedures related to probation, pre-trial release, Drug Court, on site drug testing and SHARE programs, including evaluation of current personnel, policies, and procedures, consulting with other affected parties, and recommending changes and improvements;
- Monitors and implements changes in policies and procedures as mandated by the Idaho Supreme Court and State Legislature;
- Coordinates both felony and DUI Drug Courts including but not limited to: assisting with implementation of guidelines, policies and procedures and making recommendations for changes, staffing evening Drug Courts, providing policy and procedures for collecting fees, collecting statistics and reporting to various agencies, making referrals, and processing clients;

- Develops on-site drug testing program, policy and procedure including monitoring and ordering supplies, and changing drug testing tapes most weekends for Drug Court, probation and pre-trial release programs;
- Coordinates community services for Bannock County and other counties including maintaining contacts within community, assigning clients to work sites, collecting fees, issuing reports, and verifying compliance; Provides quarterly report to State of Idaho for workers and work assigned;
- Assists in developing, implementing, and administering the Department annual budget;
- Monitors, collects, and prepares reports on fees collected and donated for Drug Court;
- Implements, facilitates, and schedules alumni/mentor program providing support to graduates and current participants and assisting with fundraising and community awareness activities;
- Obtains donations from community organizations to assist with drug court incentives and uses these funds for various programs;
- Writes and assists in grant application process and maintains active role by providing statistics on department programs and clients, collaborating with other agencies, implementing policy and procedures for new grants and programs, and continuing education of self and staff;
- Collaborates with ISU by supporting and coordinating work study and intern program positions within the department;
- Clerks for DUI Drug Court Judge in the evenings and performs necessary documentation and duties;
- Provides updated information to bail bond companies regarding dispositions, exonerations, and revocation of bonds and process forms;
- Prepares and maintains reports, records, logs, correspondence, and documents;
- Performs all work duties and activities in accordance with County and Court policies, procedures and safety practices.

#### **Other Duties and Responsibilities**

- Assists Department personnel as needed;
- Performs other related duties as required.

#### **Competency Requirements**

Knowledge of:

- Employee recruiting, training, supervision, grievance, and evaluation techniques, methods, and objectives;
- Court and judicial system operations, processes, procedures, protocols, terminology, and policies, with emphasis on the functions and duties of the Services and Programs of the Court;
- Drug testing processes, procedures, techniques, and methodology;
- Idaho and County statutes, laws, codes, and regulations governing arrest, detention, and probation/parole, with emphasis on drug violations and testing;
- Applicable federal, state, and local Court codes, ethical standards, and guidelines;
- Applicable Court requirements and current methods and techniques of record and file creation and retention;

- Customer service procedures, techniques, and objectives;
- Operation of standard and specialized office equipment;
- Operation of a personal computer and job-related software, including all specialized Court computer records and case management systems;
- Preparation and maintenance of records, files, reports, court calendars, and schedules;
- English grammar, spelling, punctuation, and composition;
- Cash handling, bookkeeping, and accounting practices and procedures;
- Municipal budgeting methods, procedures, and objectives;
- Basic mathematical processes;
- Current office management practices and procedures.

Ability to:

- Recruit, train, supervise, direct, discipline, and evaluate employees;
- Administer and direct the complex operations and functions of a Department to provide support and maintain the processes, procedures, and protocols of Court Services;
- Interpret and apply Court and legislative policies, procedures, guidelines, mandates, and standards;
- Operate specialized drug collection, testing, and analysis equipment;
- Maintain and prepare files, reports, documents, correspondence, records, and databases;
- Operate standard office equipment, a personal computer, and program applications appropriate to assigned duties;
- Establish and maintain effective working relationships with judges, the public, attorneys, court personnel, law enforcement agencies and personnel, local elected and appointed officials, and subordinates and other County employees under occasionally stressful conditions;
- Perform cash handling, bookkeeping, and accounting functions;
- Communicate effectively both orally and in writing;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Work well under pressure and maintain a calm and professional demeanor, under stressful or adversarial conditions;
- Maintain individual and Court confidentiality.

**Acceptable Experience and Training**

- High school diploma or GED equivalency is required and bachelors degree is preferred; and
- POST Academy training or college level work in criminal justice is preferred; and
- Five (5) years experience in criminal justice, probation, pre-trial release or Drug Court is required; or

- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Idaho drivers license is required.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, prepare, and organize documents and files;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard and specialized office equipment and operate a motor vehicle;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to work at a keyboard for an extended period of time, and work in an office and courtroom environment.