

BANNOCK COUNTY **CLASS SPECIFICATION**

DISTRICT COURT SERVICES DIRECTOR

Department: District Court Services
FLSA Designation: Exempt

Pay Grade: 14
Effective Date: 10/04, 8/09

Purpose of Class

Performs support, coordination and administration to ensure that District Court services programs, procedures, and protocols are maintained; performs related work as required.

Primary Function

This position performs support, coordination, administrative, and supervisory duties coordinating court services following established guidelines and procedures to expedite and maintain the programs, procedures, and protocols of the District Drug Courts and Family Law caseload. The work is performed under the general supervision of the Trial Court Administrator. Direct supervision is exercised over a Case Manager and indirect supervision over other County Drug Court Coordinators. The principal duties of this class are performed in a general office environment in many locations throughout the district.

Essential Duties and Responsibilities (will vary by assignment)

- Coordinates the Drug Court and Family Court services of the District court system;
- Supervises 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 District Court services programs providing information to the community and other counties;
- Administers and implements Court Services policies and procedures related to Drug Court, and Family Law programs, including evaluation of current 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 District Drug Courts and Family Court Services including but not limited to: assisting with implementation of guidelines, policies and procedures and making recommendations for changes, providing policy and procedures for collecting fees, collecting statistics and reporting to various agencies, making referrals, and processing clients;
- Monitors grant program funding, budget, and expenditures;
- Secures funding through grants and other outside fund sources and prepares and maintains records, reports, and documentation required for compliance;

- Provides direct services for clients by facilitating programs for clients in recovery and providing parent/child mediations;
- Assists self-represented litigants in simple court cases;
- 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

- 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;
- Idaho and County statutes, laws, codes, and regulations governing arrest, detention, and probation/parole, with emphasis on drug violations and testing and family law;
- 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 coordinate operations and functions of a Department to provide support and maintain the processes, procedures, and protocols of District Court Services;
- Interpret and apply Court and legislative policies, procedures, guidelines, mandates, and standards;
- Obtain and maintain certification to facilitate Breaking Barriers, Continue Self Change, and Moral Recognition therapies;
- 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

- Bachelors degree in social work, business, or related field is required, and
- Two (2) years experience in law/legal related field plus two (2) years working in substance abuse recovery related field 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.