

MINNESOTA DISTRICT COURT SEVENTH JUDICIAL DISTRICT			
DRUG COURT COORDINATOR OTTER TAIL COUNTY			
OFFICE & LOCATION	CLASS	HOURS OF WORK	TYPE OF RECRUITMENT
Seventh Judicial District Fergus Falls, MN	Drug Court Coordinator Exempt	Part Time 20 hrs/wk M-F	Internal & External

DESCRIPTION: Position is responsible for coordinating and supervising the activities of drug court for Otter Tail County in Fergus Falls, Minnesota.

RESPONSIBILITIES:

- Plan, implement, administer and monitor the day to day activities of the Drug Court. Gathers, prepares materials for, and attends case staffings and court hearings.
- Consults with drug court judges and district drug court staff and other affected agencies on a wide range of organizational and managerial issues including but not limited to drug court efficiency, internal and external quality assurance. Promotes team integrity.
- Consults with probation and treatment staff on the provision of case management and treatment services to ensure adherence to the drug court standards and the utilization of evidence based practices.
- Identify grant opportunities, write applications; plan and prepare budgetary estimates and justifications. Monitor and maintain grant funding accounting and budget administration. Prepare and submit grant reports within established guidelines.
- Participate in the development and implementation of short and long range plans, procedures and policies that are consistent with county, district and state needs.
- Collects and maintains relevant data to assist team in targeting appropriate participants for program. Responds to local data requests; create statistical reports for program evaluation. Monitor quality assurance.
- Assess training needs and organizes and coordinates training for drug court team members.
- Maintain cooperative relationships with treatment agencies, community organizations, and city and county department such as probation and human services. Monitors outside vendor contracts as necessary.
- Develop contracts, waivers and statistical reports. Produce data reports and graphics for program evaluation. Analyze reports and write summaries for court, state and county agencies.
- Organize events and meetings for drug court teams. Creates supporting materials and disseminates to internal and external stakeholders. Attends and participates in conferences, meetings and committees as the drug court representative.
- Write, edit and review program materials on a regular basis (forms, handbooks, policies and procedures manuals, etc.).
- Facilitate community presentations, respond to requests for information, create community linkages, resources and facilitates media relations (in coordination with SCAO Court Information Office and drug court staff).
- Collaborate with probation, treatment providers and drug court team members to coordinate programs and activities for drug court participants.
- Confers with probation on local drug testing protocol and contract arrangements as needed, to support the local drug court program.
- Other duties as assigned.

QUALIFICATIONS:

Bachelor's degree (B. A.) from an accredited college or university with major course work preferably in Criminal Justice, Sociology, Psychology, Social Work or related field. Experience in court system, criminal justice and/or chemical dependency assessment and treatment required.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the habits and actions of people with alcohol and other drug problems.
- Knowledge of intergovernmental relationships as they relate to service planning and delivery.
- Knowledge of the principles of collaboration, team building, problem solving and conflict resolution.
- Ability to work across agencies and facilitate working groups with diverse individuals.
- Knowledge of programs & resources available for substance abuse and related issues.
- Ability to research, recommend and implement improvements to drug court operations.
- Excellent ability to establish and maintain effective working relationships with judges, court employees, supervisor and peers, and the general public.
- Ability to analyze statistical data and prepare and present comprehensive reports to internal and external stakeholders.
- Ability to communicate effectively, both orally and in writing.
- Considerable knowledge of court procedures, legal documents, laws and legal factors pertaining to courts.

HIRING SALARY RANGE & BENEFITS: Salary range \$19.34 to \$29.96 per hour. State of MN benefits package. For benefit information visit www.doer.state.mn.us

APPLICATION DEADLINE: January 18, 2008

TO APPLY: Submit a completed application form, cover letter and resume to the address below or email documents to mary.stock@courts.state.mn.us. To request an employment application form, please call 320-656-6555 or download from www.mncourts.gov .

**Seventh Judicial District
Attn: Human Resources Coordinator
PO Box 1836
St. Cloud, MN 56301
EOE**