

JOB ANNOUNCEMENT
Accountability Court Coordinator
South Georgia Judicial Circuit

Salary: This is a grant funded position. Salary will be based on the experience and credentials of the successful candidate as well as availability of funds. The salary range is expected to be \$40,000 - \$50,000.

Recruitment Period: Open until fulfilled.

Office Location: Cairo, Georgia.

Duties and Responsibilities:

The Judges of the South Georgia Judicial Circuit seek to fill the Grady County Accountability Court Coordinator position. Under the supervision of the Presiding Judge, the Coordinator administers and coordinates all Accountability Court services of the Superior Court of the South Georgia Judicial Circuit, and ensures the program's compliance with all court policies and procedures. The Coordinator is responsible for acting as liaison with other judicial offices and interrelated offices within the circuit and across the State of Georgia. The Coordinator is also responsible for managing daily administrative operations and maintaining timely program information. The Coordinator develops and maintains fee accounting systems.

Responsibilities and Performance Standards:

- Coordinates the day-to-day operations of the Accountability Court with the treatment provider. Attends and participates in Accountability Court as member of the Accountability Court Team. Responsible for developing/revising policy, implementing programs, goals, strategies, objectives, preparing and maintaining current information on participant activity. Provides supervision, management, and leadership to professional and administrative personnel in Accountability Court.
- Coordinates with government agencies and community organizations to provide accessibility to benefits for program participants.
- Monitors fiscal year expenditures to ensure accountability programs spend budget and grant funds at proper levels, tracks expenses of program and reports to Presiding Judge on a monthly basis; ensures expenses are properly documented and paid in a timely manner, and provides budgetary reports as needed to Presiding Judge reflecting the amount of funds spent and percentage of budget remaining.
- Complies with Circuit regulations and guidelines to procure equipment and supplies, and ensures compliance with federal, state, and local laws and codes. Ensures vendors and contracts meet the needs and requirements of the Accountability Court as defined by the Presiding Judge, and establishes memorandums of understanding/compliance between the office and selected contractors and/or vendors as approved by the Presiding Judge.
- Seeks grant opportunities and works with justice system stake holders to identify resources. Writes, edits, and submits grant applications on behalf of courts, and ensures timely reporting of information as required by funding authority; provides requested grant reports as needed, and must be familiar with funding agencies and award guidelines. Maintains Court certification status as required by CACJC.

- Prepares various statistical, financial, and other reports as needed by the Court or required by granting agencies. Maintains all data and reporting requirements. Keeps up to date individual files on each participant that monitors history of their activities in drug court (i.e. payment history, achievement, sanctions, special circumstances, etc). Schedules and coordinates court appearances of defendants for status conferences.
- Serves as liaison between Judges of Superior Court and other departments, the treatment provider, elected officials, courts, law enforcement agencies, attorneys, and the public to ensure efficiency for the Accountability Court Program.
- Performs other duties as requested by the Presiding Judge.
- Oversees expansion of additional Accountability Courts within the South Georgia Judicial Circuit.

Preferred Training and Experience:

- Bachelor's degree from an accredited college or university in Public Administration, Court Administration, Criminal Justice, or Psychology. All others will be considered.
- Strong oral and written communication and presentation skills
- Knowledge of the criminal and/or substance abuse treatment environment
- One year experience in public sector program management, including budgeting is preferred
- Knowledge of program evaluation and data analysis, with demonstrated ability to exercise logic, sound judgment, and advocacy
- Occasional overnight travel within or outside the state (training)
- HIPPA and Federal Confidentiality Rule 42 CFR regulations

Additional Information:

The selected candidate will be required to pass a background investigation as a condition of employment. Items that may be examined in a background check include but are not limited to: criminal records, fingerprint records, education records, past employers, military records, state licensing/certification records, driving records, and drug screening.

To apply, please send resume to:

David A. Mixon
 District Court Administrator
 P.O. Box 4164
 Valdosta, GA 31604

Or email to: davidmixon@bellsouth.net

Subject line **must** include: **Drug Court Coordinator**

We are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered; however, only those selected for an interview will be contacted by the hiring agency.