

**ALLEGAN COUNTY
48TH CIRCUIT COURT**

POSITION DESCRIPTION

JOB TITLE: Swift and Sure Sanctions Probation Program (SSSPP) Coordinator

REPORTS TO: Circuit Court Administrator

POSITION OVERVIEW

Supervised by the Circuit Court Administrator and/or designee. Facilitates Circuit Court processes and procedures associated with the SSSPP grant. Performs random drug and alcohol tests as directed. Collects and analyzes SSSPP data, performs data entry, ensures that all required data entry is completed accurately and timely, and prepares reports as requested by the SSSPP grant, the State Court Administrative Office (SCAO) and the Circuit Court. Interacts routinely with the SSSPP participants, Circuit Court Judges and staff, Michigan Department of Corrections (DOC) and stakeholders as directed. Prepares agendas, attends and facilitates all SSSPP grant meetings as directed.

ESSENTIAL JOB FUNCTIONS

- Serves as liaison for and among the SSSPP stakeholders.
- Serves as liaison between the Circuit Court and the DOC to assure participants' drug and alcohol testing is performed, associated paperwork and/or warrants completed, data entry completed and the case file updated.
- Assures drug and alcohol testing is completed by participants as directed by the Judge and the SSSPP. Uses a random call-in system or other method as directed to accomplish participant drug and alcohol testing. Assures all paperwork and documents for the participant are assimilated into the Court files timely.
- Interacts with SSSPP participants to conduct/administer drug and/or alcohol screening/testing.
- Attends all meetings associated with the SSSPP grant including stakeholder meetings, grant meetings, and others as requested.
- Performs data entry into the state data collection module and assures all required stakeholders enter data as required.
- Collects and submits data to SCAO as required for purposes of tracking participants.
- Generates and distributes SSSPP status reports to the Judges, DOC, and stakeholders as directed.
- Assists with the development and maintenance of the SSSPP policies and procedures.
- Assists Circuit Court Financial Coordinator with the tracking of the expenditures of grant funds.
- Communicates and cooperates professionally and effectively with the SSSPP participants, the Judges and court staff, DOC and all other stakeholders.
- Performs all other duties as directed by the Circuit Court.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

EMPLOYMENT QUALIFICATIONS

Education: Bachelor's degree in Criminal Justice/law enforcement, health science, social science, social work, business or a related field.

OR

Education: Associate's degree in Criminal Justice/law enforcement, health science, social science, social work, business or related field, and

Experience: Two (2) years of experience in a related field.

OR

Education: High School diploma or GED, and

Experience: Five (5) years of paid work experience in Criminal Justice/law enforcement, health science, social science, social work or related field.

DESIRED QUALIFICATIONS

- Proficient computer skills including spreadsheets, data bases, specialty court programs and form development.
- Ability to create and make presentations.
- Ability to communicate in Spanish.
- Enjoy interacting with a diverse population.
- Excellent written and verbal communication skills

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Regular contact with people who have been convicted of criminal felony offenses.

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting with ability to stand, sit, stoop and kneel, use hands to finger, handle or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 pounds without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

SPECIAL EMPLOYMENT CONDITIONS

- Possession of a valid vehicle operator's license.
- Prior to employment, must pass drug and alcohol tests and criminal and civil record checks and must be fingerprinted.
- Medical examinations (physical and mental) that are job related and consistent with business necessity and random and for cause drug and alcohol tests may be required during the course of employment in accordance with the Circuit Court's or County of Allegan policy.
- Appropriate speech, dress and the highest level of personal and professional conduct for work in a court setting must be maintained in accordance with the standards established by the Circuit Court Chief Judge with advice from the Judicial Council.
- Regular, reliable, and predictable attendance is required. Schedule will be set at 40 hours per week as determined by the Court Administrator.
- Ability to maintain confidentiality, effective working relationships with other employees, SSSPP stakeholders, and interact effectively with the general public.

COMPENSATION

This is a full time 40 hour per week position in Band B 22 of the court hourly wage scale, co-terminus with grant funding available. Pay range is \$17.36-\$26.05. A full benefit package is available.