



JOB DESCRIPTION

JOB TITLE: Full-Time D.U.I. Court Coordinator/Probation Officer

DEPARTMENT: Potter County Probation

SUPERVISOR'S TITLE: Chief Probation Officer

JOB CLASS:

FULL-TIME D.U.I. COURT COORDINATOR/PROBATION OFFICER

GENERAL DESCRIPTION

A D.U.I. Court Coordinator/Probation Officer is a member of the D.U.I. Treatment Court Team. This individual will participate in the development and maintenance of eligibility standards, operating procedures and rules for the D.U.I. Treatment Court.

ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

The D.U.I. Treatment Court Coordinator will develop strategies to maintain funding for the program, review ancillary service contracts, and monitor program certification and operating procedures. The coordinator will initially be a probation officer and shall carry on the same duties assigned to probation team members and be directly involved in the supervision of all participants.

THE PRIMARY DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Responsible for the data collection to monitor participant compliance and provide a basis for evaluation of the D.U.I. Treatment Court;
- Responsible for day-to-day activities of the participants;
- Monitoring the participants compliance with conditions of the program and Order of the Court;
- Consulting with the D.U.I. Treatment Court Judge if problems arise between Status Hearings of the D.U.I. Treatment Court.
- Other responsibilities and/or duties as assigned or requested.

QUALIFICATION REQUIREMENTS

KNOWLEDGE AND ABILITIES:

- Ability in program development and implementation of policy/procedure;
- Able to maintain strict confidence;
- Ability to become familiar with criminal and civil procedures;
- Must be able to multi-task;



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- Ability to work independently within standard operating procedures and legal requirements;
- Ability to use time management skills.

EXPERIENCE AND TRAINING:

- Minimum possession of a Bachelor's degree, either in Criminal Justice or Social Services curriculum, with a minimum of fifteen (15) credits of Criminal Justice courses;
- Computer literacy;
- Effective written and verbal communication skills;
- Effective time management, organizational and problem solving skills;
- Effective interpersonal and conflict resolution skills;
- Willingness to attend trainings related to job position.

PHYSICAL REQUIREMENTS:

- Ability to lift light storage boxes (20 lbs.);
- Ability to work under and meet deadlines;
- Ability to sit for extended periods of time;
- Ability to frequently stand and walk;
- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.

ADDITIONAL REQUIREMENTS:

- Possession of a valid Pennsylvania driver's license.
- FBI Criminal History check and Pennsylvania Child Abuse clearance.

HOURS: Monday – Friday 8:30am – 4:30pm with 1 hour for lunch
35 hours per week, sharing in the Probation Department's on-call rotation, work alone, and working non-traditional hours to include nights, weekends and holidays. Overtime as needed and approved by direct supervisor.

PAY RATE AND BENEFITS: Pay rate and benefits according to grant.