

COURT PROGRAM SPECIALIST II – Drug Court

Distinguishing Characteristics of Work

This is professional work assisting in program administration and evaluation within a Circuit Court's Drug Court program office. An employee assigned to a position in this class assists a program manager on a variety of projects, studies and reports for monitoring, evaluating and improving program operations and services. The Court Program Specialist screens a high volume of telephone calls and responds to routine questions, processes daily court orders; and collects statistics from each day's disposition docket. The Court Program Specialist contacts providers to obtain reports and assists with cases transferred in and out of the Seventeenth Circuit. While the position consists primarily of administrative support work such as typing, faxing, making copies, filing and distributing paperwork; the Court Program Specialist may also be required to attend court hearings to provide assistance. The Court Program Specialist may serve as support staff to various judicial committees or task forces to assist in the analysis of current laws and regulations and to analyze the effects on the program of changes to laws and regulations. The Court Program Specialist is also responsible for entering, monitoring and keeping a current database of statistics for the Drug Court program. Working relationships are established with court personnel, professionals associated with the particular program and the general public. The Court Program Specialist must exercise discretion in dealing with confidential and sensitive information. Work is performed under the general supervision of a program manager.

Education and Training Guidelines

Graduation from an accredited four year college or university with a major in public or judicial administration, business, education, social work, or a related social science and one year of experience in program administration or program evaluation. A master's degree in an area cited above may substitute for the recommended experience. Progressively responsible experience in program administration or evaluation may substitute for the recommended college education on a year for year basis.

Knowledge, Skills, and Abilities

Knowledge of the methods and techniques of program planning, administration and evaluation. Knowledge of the principles and methods of and ability to conduct research and compose technical reports. Ability to perform basic mathematical functions. Ability to operate a personal computer and the ability to use word processing, spreadsheet, and database software applications. Ability to communicate clearly, concisely and logically. Ability to deal tactfully and patiently with court personnel, outside agencies and the general public. Timeliness and attendance are essential functions of the job.

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