

## **DRUG COURT COORDINATOR**

### **DEFINITION**

Under general direction of the Assistant Chief Executive Officer or the assigned Judge, the Drug Court Coordinator has overall responsibility for implementation of either the juvenile or adult drug court program, using the coercive power of the court to force abstinence and alter behavior with a combination of intensive judicial supervision, escalating sanctions, mandatory drug testing, treatment, and strong aftercare programs. Local team of judges, prosecutors, attorneys, treatment providers, law enforcement officials, and others work together to achieve this aim. The Drug Court Coordinator, coordinates the efforts of all of these participants.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in this class are responsible for either the juvenile or adult drug court. These positions serve in a coordination role bringing together a wide variety of persons and organizations.

### **REPORTS TO**

The Assistant Chief Executive Officer or the assigned Judge of the Court.

### **CLASSIFICATIONS SUPERVISED**

Positions in this class are given program management responsibility for the drug court to which assigned. In addition, positions in this class may supervise internal court staff, contractors on assignment in the court, and may provide supervisory input to other organizations who fund and support positions performing related work under contract to the Court.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Develops and documents, as needed, drug court policy and procedures; participates in the applicable drug court steering committees, conducting research, writing reports and convening meetings at the committee's request; facilitates applicable meetings, both within the justice system and with the larger community of treatment providers, to determine roles and responsibilities and channels of communication; develops data collection and evaluation tools for documenting and evaluating court activities, participant profiles and treatment outcomes; works with the Drug courts Program Office in the Office of Justice Programs to continually update grant program requirements as required; coordinates the efforts of all organizations and participants for an effective outcome to their participation, and does other duties as required.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 10 lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and courtroom environment, but may require local travel within the county in the normal contacts with various social, service and governmental agencies; continuous contact with judicial officers, attorneys, litigants, treatment organizations, social service organizations, other staff and the general public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Existing laws, ordinances and codes relating to juvenile or adult drug abuse matters;
- Related court practices and procedures;
- Related governmental agencies practices, procedures, and requirements;
- San Francisco substance abuse services;
- The behavior patterns and motivations of juvenile or adult drug abusers.

#### **Ability to:**

- Plan, organize and facilitate the coordinated effort needed to establish and maintain a drug court;
- Facilitate meetings;
- Plan and coordinate multifaceted systems;
- Organize and direct the work of persons from a variety of organizations toward a common goal;
- Write and gain approval for grant proposals;
- Gain cooperation from those not directly supervised who are involved in the program.
- Effectively represent the Superior Court of California, County of San Francisco in contacts with the public and representatives of other government agencies.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain effectively working relationships with others.

DRUG COURT COORDINATOR - 3

Superior Court of California  
County of San Francisco

Class Code: 0245  
Date Established: 6/17/99  
Date Last Revised:

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**Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of responsible experience in systems planning and coordination, involving substance abuse programs and services, and

Completion of a baccalaureate degree, with major course work in criminal justice, public policy, social welfare or related field. A master's degree, preferably in social work, public policy, or a related field, is also preferred.

**Special Requirements:**

Incumbents may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.*