SPECIALTY COURT COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the direction of the Court Program Manager, the Specialty Court Coordinator responsibilities include extensive planning, organizing, coordinating, and monitoring specialty court activities in accordance with policies and procedures, judicial standards, and the Ten Key Components for Drug Courts. In addition, this position is responsible for providing the following: coordination, support, and oversight of the daily operations of specialty court programs; assistance and training in the Drug Court Case Management (DCCM), including the collection of data and generating analytical reports; manage state and federal grant statistical and financial reporting; provide back-up for specialty court clerks and presentence screenings; and assistance in implementation and coordination of specialty court programs.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Review the work of specialty court staff responsible for performing a variety of duties in support of the Reno Municipal Court specialty court programs, including data entry and records management. Train assigned staff in their areas of work to assure compliance with specialty court policy and procedures.

2. Assist in planning and implementation of specialty court programs for department judges to assure compliance with the national standard established by the National Association of Drug Court Professionals Ten Key Components of Drug Courts.

3. Plan and develop written policies and procedures for specialty court programs to support accomplishment of goals and objectives of the program.

4. Periodically review all documents and procedures for continued applicability and efficacy.

5. Act as the liaison between specialty court team members and the court to convey relevant information and ensure effective collaboration. Respond to judicial requests for intervention in program matters.

6. Periodically attend specialty court staffing for compliance of guidelines, policies and procedures, and grants.

7. Manage and provide oversight of the Community Court Program and maintain collaboration with community service providers and licensed clinical social workers.

8. Have reliable transportation to travel to Community Court venue and periodically transport equipment.

9. Implement and train Community Court team with Good Grid case management.

10. Consult with the Court’s Program Manager regarding organizational and managerial issues including but not limited to the specialty court program’s efficiency and internal and external quality assurance.

11. Work with outside grant evaluator to assure accurate compilation of data to ensure deliverables are met and appropriately reported.
12. Produce quarterly and annual statistical and financial reports based on performance objectives and
grant requisites. Review of billing records for grant budget compliance.

13. Report directly to the Specialty Courts Manager. Perform related duties as required.

QUALIFICATIONS
The following generally describes the knowledge and ability required to enter the job and/or be learned within a
short period of time in order to successfully perform the assigned duties.

Knowledge of:
Operations, services and activities of a municipal court operations support function including the
areas of records management, data entry, sentence compliance, and courtroom support.
Principles of lead supervision and training.
Functions, policies, and procedures of the Reno Municipal Court.
Organization operations, functions, and scope of authority of the court and the assigned functional
areas.
Business processes of the Reno Municipal Court.
Pertinent codes, statutes, and regulations governing municipal court operations.
Pertinent legal procedures and documents used in court cases.
Principles and procedures of court calendar preparation and maintenance.
Legal terminology.
Bookkeeping principles and practices.
Principles and methods of record keeping and report preparation.
Basic mathematical principles.
Office procedures, methods, and equipment including computers and applicable software applications
such as word processing, excel, and power point.
Operating characteristics of information systems and other computer software programs utilized by
the Court.
English usage, spelling, grammar, and punctuation.
Methods and techniques of dealing with the public.

Ability to:
Lead, organize, and review the work of staff.
Independently perform the most difficult and complex tasks in the department.
Understand the organization, operation, and services of the court’s specialty court programs.
Understand, interpret, and apply general administrative and departmental policies and procedures.
Interpret, explain, apply, and ensure compliance with pertinent federal, state, and local laws, codes, and regulations.
Interpret and apply statutes and instructions related to court proceedings.
Maintain a variety of complex records and prepare reports from such records.
Read, understand, and review documents for accuracy and relevant information.
Plan and organize work to meet schedules and timelines.
Analyze problems, identify alternative solutions, project consequences of proposed actions and
implement recommendations in support of Court goals.
Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and
needs.
Interact effectively with a variety of individuals including arrestees, inmates, law enforcement
officers and agencies, and the general public.
Deal tactfully and courteously with the public and legal representatives in providing information
about Court functions and proceedings.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone
or in person.
CITY OF RENO
Specialty Court Coordinator (Continued)

Exercise good judgment in maintaining critical and sensitive information, records, and reports.
Use applicable office terminology, forms, documents, and procedures in the course of the work.
Operate office equipment including computers and supporting word processing, excel, and power
point applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Type and enter data accurately at a speed necessary for successful job performance.
Make arithmetic computations rapidly and accurately.
Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**
Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration; or, experience in a legal field or court environment.

**Experience:**
Experience in project management in executing processes, monitoring, controlling, and closing project. Develop solutions with the use of statistical analysis using excel. Devise and evaluate methods for collecting data (e.g. surveys, questionnaires, or opinion polls). Review of budgets for completeness, accuracy, and compliance with laws and other grant regulations.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**
The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office environment with extensive public contact and constant interruptions. Attend weekly Community Court sessions at the Washoe County Library which involves interaction and involvement with homeless population.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.