

INDIANA SUPREME COURT, OFFICE OF JUDICIAL ADMINISTRATION

JOB DESCRIPTION

Job Title: Program Certification Coordinator
Department: Indiana Office of Court Services, Justice Services
Salary: \$56,500.00 or higher depending on qualifications and experience
Status: Regular, full-time (37.5 hours per week minimum)
Responsible To: Deputy Executive Director, Justice Services



To Apply: Submit cover letter & resume by March 20, 2019, to HRCourts@courts.IN.gov.

Position Summary

This position serves as a Program Certification Coordinator with the Indiana Office of Court Services. This position conducts certification reviews and provides technical assistance for problem-solving courts, court-administrated alcohol and drug programs (court alcohol and drug programs), and pretrial services programs.

Essential Duties/Responsibilities

This position is responsible for providing technical assistance and managing certification procedures for problem-solving courts, court alcohol and drug program, and pretrial services programs established in accordance with Indiana statutes and rules adopted by the Indiana Supreme Court and the Judicial Conference of Indiana. This position evaluates certification applications and conducts site reviews, which includes reviewing application materials, interviewing program staff and stakeholders, leading focus groups, reviewing court and case management records, and writing certification reports. Additional duties include but not limited to:

- Provide information and technical assistance related to evidence-based practices in community supervision to problem-solving courts, court alcohol and drug programs, probation departments, and pretrial services programs.
- Communicate certification procedures and requirements to current and prospective programs.
- Prepare certification application review memos with recommended changes to coordinators/directors based on applicable rules and statutes.
- Conduct on-site certification reviews; interview team/staff members, conduct file reviews, interview participants, and offer technical assistance.
- Prepare site visit memos and certification review final reports, which include comments/findings, recommendations, and requests for corrective action.
- Ensure certified programs submit continuing education forms, annual reports, and statistical data as required.
- Assist in the coordination and planning of training events for the judiciary, probation officers, problem-solving court teams, court alcohol and drug program staff, and pretrial services staff to promote the implementation of evidence-based practices in community supervision.
- Provide staff support to judicial conference committees in the areas of probation standards, judicial conference rules, certification, training, and other areas as needed.
- Provide staff support for agency-sponsored events, including annual conferences, staff orientation, certification examinations, and other events as necessary

- Additional duties as assigned.

Qualifications

Accredited bachelor's degree in criminal justice, social work, or related field, and four (4) years of experience as a certified probation officer, problem-solving court team member, court alcohol and drug program professional staff member, pretrial services staff member, or related position; OR accredited graduate degree and two (2) years of experience.

- Master's degree in criminal justice, social work, or related field preferred.
- Experience working as a certified probation officer, a problem-solving court team member, court alcohol and drug program professional staff member, or pretrial services staff member, preferred.
- Training in evidence-based practices in community supervision and behavioral health interventions, required.
- Working knowledge of Microsoft Word, PowerPoint, SharePoint, and Excel.
- Ability to communicate with agency staff, the judiciary, court personnel, and prospective conference and training faculty in a professional manner.
- Ability to work with little supervision or oversight and to exercise independent judgment in a mature and professional manner.
- Ability to manage multiple assignments simultaneously.
- Ability to identify information, materials, and resources needed to complete a project or assignment.
- Strong problem-solving skills.
- Ability to work effectively and efficiently under pressure.
- Extremely detailed-oriented and organized.
- Ability to use tact and diplomacy when dealing with the needs, problems, and/or concerns of other department staff, outside agency personnel, and/or the public.
- Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free.
- Excellent written and oral communication skills.
- Ability to work effectively independently and in a team environment.
- Possess valid driver's license for work related travel.
- Ability to travel in and out of state, with some travel requiring overnights. In state travel, with or without an overnight stay, may be required on a weekly basis.
- Proven ability to exercise discretion in handling confidential information and materials in a professional manner.

Must exercise absolute confidentiality, avoid conflicts of interest and the appearance of conflict of interest, and abide by the Employee Handbook and Judicial Code of Conduct. Must be willing to submit to a criminal background check.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to provide an exhaustive list of all duties and responsibilities, nor is it intended to limit the authority of supervisors or managers to assign or direct the activities of employees.

The Indiana Supreme Court is an Equal Opportunity Employer. Equal employment opportunities are provided to all applicants for employment without regard to race, color, religion, sex (including

pregnancy), gender identity, national origin, age, disability, marital status, political affiliation, socioeconomic status, status as a protected veteran or any other protected status in accordance with applicable federal, state, and local laws, and the Indiana Judicial Code.

If you are a qualified individual with a disability and will need a reasonable accommodation to assist you in apply for the position or to perform the essential functions of the job, the Indiana Supreme Court will provide such reasonable accommodations.