



BARROW COUNTY *Georgia*

March 9, 2018

Job Title: Accountability Court Director
Position Status: Full Time
Salary Range: \$51,500.80
Reports To: Steve Nevels and Judge Mingledorff

Inquiries and Resumes must be sent to Steve Nevels snevels@jacksoncountygov.com

“The mission of the Piedmont Judicial Circuit Specialty Courts is to reduce recidivism while improving the quality of life for the offender, their family and the community at large by providing supervision, treatment and positive reinforcement through a structured cost-effective program. It is the goal of the Piedmont Judicial Circuit Specialty Courts to facilitate interagency collaboration by utilizing a multi-disciplinary team approach to ensure the safety of the community.”

Job Summary:

Under limited supervision, directs, plans, administers and coordinates the daily activities in the Specialty Courts programs including the Superior Court’s Drug Court, and Mental Health Court. Ensures that programs promote defendant accountability, by assisting in the design and implementation of policies and procedures that reflect the principles and requirements set forth in Georgia’s Accountability Court and Mental Health Court Standards. Directs activities associated with the Specialty Courts’ Programs that cover a three county area. Employee must exercise considerable tact, courtesy and discretion in contact with program participants and the general public. Reports to the presiding Superior Court judge(s) of the specialty courts.

Major Duties:

Coordinates the Specialty Courts Programs for the three county Piedmont Judicial Circuit; meets with District Attorneys, Public Defenders, law enforcement personnel, treatment professionals, Judges, Circuit Court Administrator, and community leaders to determine the need for new programs or expansion of current programs.

Directs the Specialty Courts Programs, including the, Drug Court and Mental Health Courts covering a three (3) county circuit;

Assists the Superior Court Judges in matters regarding policy and procedures; ensures program goals and objectives are being met.

Monitors fiscal year expenditures to ensure accountability programs are spending Circuit budget and grant funds appropriately, tracks expenses of program and reports on finances on a monthly

All positions are advertised on the Barrow County website @ www.barrowga.org

All position are posted at minimum salary unless salary range is listed

Safety Sensitive positions are subject to pre-employment drug testing and background checks

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asis; ensures expenses are properly documented and paid in a timely manner, and provides budgetary reports as needed that reflect amount of funds spent and percentage of budget remaining.

Seeks grant opportunities and applies for grants as appropriate for the funding of the Specialty Courts Programs. Responsible for grant reimbursements/documentation, data gathering and performance measurement, and evaluation.

Ensures that programs operate in compliance with State law; sets standards of operation for programs.

Reviews cases and assists in determining eligibility to participate for applicants; performs program review and analysis.

Ensures adherence to policies and procedures; develops resources needed to provide services; plans and develops informational brochures; conducts meetings to notify all parties.

The list duties are normal for this job. These are not to be construed as exclusive or all-inclusive. If you would like a full job description please contact Barrow County Human Resources (mthrasher@barrowga.org)

Minimum Qualifications:

Bachelor's degree in criminal justice, sociology, social services or related field supplemented by three to five years of experience preferably in a law enforcement or legal environment; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Master's degree in public administration, criminal justice or related field preferred as well as any advanced training or certification in a related field. Must possess a valid Georgia driver's license.

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