

NEW MEXICO JUDICIAL BRANCH

Magistrate DWI Drug Court Program Coordinator

(Classified)

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY:

Under general supervision plan, organize and coordinate a Magistrate DWI Drug Court Program; monitor and document participant's program activities and compliance; prepare program and budget reports. This position reports to the Magistrate Court DWI Drug Court Program Supervisor and/or the Statewide Program Manager.

QUALIFICATIONS:

Education: Bachelor's Degree in criminal justice, social work, psychology, social sciences, business or public administration, or a directly related field from an accredited college or university.

Education Substitution: None.

Experience: One (1) year of program administration experience. Relevant experience may include: public or business administration, budget, social services, social work, social sciences, mediation, grant writing, guidance counseling, law, probation, program management, adult education, training, or a closely related field.

Experience Substitution: None.

Other: Completion of a stringent post offer background investigation may be required (i.e. work history, criminal record, driving record, etc.).

Knowledge: Knowledge of program development and program administration techniques; team building techniques; training concepts; building intergovernmental relations; federal grant reporting procedures and tracking; state procurement rules and regulations, request for proposals process and invitations to bid; public speaking and presentation; probation process; juvenile justice court structure and policies governing specialty courts; criminal statutes; case management and referral, mediation, court case initiation procedures; court procedures and rules, court organization, services, operations, functions and jurisdiction; New Mexico law, civil and criminal procedure; Health Insurance Portability & Accountability Act (HIPAA) requirements, case management; client support services; legal terminology; basic contract law; substance abuse treatment; drug testing methods, protocol and equipment; problem solving and conflict resolution principles and techniques; safety and security practices and issues; general understanding of crisis intervention, relapse prevention and behavior modification methodology; community resources and outreach; protective services; tracking and monitoring projected and expended funds; proper English usage, grammar and punctuation; computer software applications (i.e.,

word processing, spreadsheets, databases, court case management system, presentation, e-mail and Internet); filing systems; general office practices and office equipment (i.e., telephone, cell phone, printer, copier, fax).

Skill & Ability: **Skill in** planning and implementing program goals and objectives; prioritizing; identifying resources, monitor contractor deliverables and productivity; providing direction for program analysis and evaluation; performing multiple tasks at one time; conducting research; motivating and working with team members and program participants to accomplish given tasks and goals; serving as a team leader; working independently while taking responsibility for actions and decisions; problem solving, critical thinking, and conflict resolution; technical writing and editing, data collection and analysis; preparing and delivering presentations to a wide range of individuals; creative thinking; interpersonal skills; effective written and verbal communication; planning, implementing, coordinating, monitoring and evaluating program effectiveness and conducting program evaluations; maintaining confidentiality; establishing priorities and meeting deadlines; active listening; dealing with people diplomatically; maintaining accurate files and records; being organized and detailed oriented; filing; typing and entering data precisely; researching and retrieving information using the case management system or archive database; maintaining professional demeanor and composure; anticipating and evaluating the impact of rules, procedures, and statutory changes; working effectively with a diverse range of individuals; managing time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress and working within the structure and governance of the state court system; and knowing when to seek assistance and collaborate with other staff. **Ability to** maintain open communications; resolve conflict; establish, develop and maintain cooperative working relationships and public relations; receive and follow directions and apply relevant policies and procedures to assigned work; provide direction, guidance, and support to contractors, volunteers, team members and participating agencies; be empathetic, impartial, fair and objective with all involved parties; learn quickly and retain information; ability to operate program monitoring equipment; utilize a computer effectively in word processing, spreadsheets, case management systems and other software; display teamwork, resourcefulness, and the ability to adapt to changing work priorities; perform multiple tasks; organize maintain and update a variety of detailed and complex records; use imitative and independent judgement; maintain confidentiality and use discretion dealing with sensitive information.

EXAMPLES OF WORK PERFORMED

Program Coordination - Schedule and arrange regular meetings with the drug court team members and individual participants; schedule program activities and screening assessments; coordinate the rehabilitation process; act as program point of contact for team members, program participants, outside agencies, and interested parties; coordinate education programs and training, including curriculum and materials; preparing and delivering presentations; develop and maintain inter-agency cooperation; assist in development and maintenance of the program budget preparation and tracking; create and maintain program forms, policies and procedures. **May** develop local court goals and objectives with general supervision.

Monitoring Program Compliance - follow testing protocol oversee the administration of breath or urine drug tests as necessary; track and record drug testing results; establish, monitor and direct home visit; stay current with benchmarks, best practices, and empirical evidence to assist team in determining participant sanctions and incentives; apply the drug court model; work with researchers to evaluate program; provide information to local or state entities; respond to requests from local agencies such as city, county, state and non-profits.

Administrative - Document and oversee all interaction with program participants in DWI Drug Court database system; federal grant reporting and tracking, assist with grant applications; state funds reporting, data collection, inquiry and analysis; maintaining program adherence to state procurement code and statues; maintain current case files; prepare precise written reports detailing participant program compliance; notify the court of any participant program non-compliance; recommend and coordinate application of appropriate sanctions for program non-compliance or violations; attend court proceedings as appropriate; researching and retrieving information using the case management system or archive database; participate and provide input during meetings with court staff and other programs; track and record community service participation; perform statistical analysis and maintain statistics; create, evaluate and analyze statistical measures; maintain drug testing equipment and supplies.

Contracts – Ensure record keeping is accurate and up to date and clients’ needs and program goals are being met; identify contractual needs; monitor and evaluate contractor(s) with respect to vendor compliance with contracts; draft and advertise request for proposals; monitor Memorandums of Understanding and/or professional contracts for services provided to the program; set up contract review panel; audit and approve invoices; and submit and monitor request for purchase orders.

May - After completion of required training and utilizing Supreme Court approved statewide policies and procedures for fieldwork (safety equipment, drug screening, filed protocol), perform and/or oversee administration of scheduled and unannounced site visits (home, work, school or other location) to monitor program compliance; participate and attend conferences and training; assist in training new employees and contractors; participate in community education and outreach related to court programs.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing the tasks assigned to this job.

Work is performed in an office or court and may be performed in a field setting. Work is performed in an often fast-paced and stressful work environment. The noise level in the work environment is usually moderate to noisy. The employee may be exposed to hostile or violent situations that may arise when dealing with individuals involved or associated with court cases, disturbing or hazardous court exhibits and contagious health conditions.

The employee must regularly interact positively with co-workers, clients and the public; work under time constraints and meet multiple demands from several people.

The work requires prolonged use of computers. While performing the duties of this job, the employee is regularly required to perform repetitious hand, arm and finger motions as well as use manual/finger dexterity, sit for long periods of time, stand and walk often; kneel and stoop; and talk and hear. The employee is frequently required to read typed and/or hand written material; and lift and/or move, push, pull or carry up to 25 pounds.

The employee is expected to be punctual and to adhere to assigned work schedule. As assigned the employee may be required to work nights, weekends and holidays; overtime may be required. Travel (valid driver's license required) will be required. The employee may be exposed to fluctuating outdoor and building temperatures.

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