



CLASS SPECIFICATION

Class Title: Specialty Court Case Manager Coordinator
Department: Attorney
FLSA: Non-Exempt

Class Code: 2292
Grade: 19
Eff. Date: 03/15/2022

GENERAL PURPOSE

Under general supervision of the County Attorney, coordinates case management in the Rehabilitation Services Program and Specialty Courts in Davis County.

EXAMPLE OF DUTIES:

Coordinates case management operations of the specialty courts and rehabilitative service programs.

Assists with interviewing applicants for support staff positions and making hiring recommendations. Trains new support staff regarding office and court policies and procedures, preparation of legal documents and correspondence, and use of specialized computer programs. Provides input to the Specialty Court Division Chief related to staff performance.

Works closely with and advises police agencies and court personnel of changes in legislation, office and court policies and procedures, and jurisdictional requirements; assists with technical and procedural questions.

Attends Drug, DUI, RSAT and Mental Health Court calendar.

Handles money as required with fidelity as a fiduciary and follows protocols as instructed.

Conducts screening and orientation. Confirms participants' eligibility for Drug Court. Provides information about participants' prior sanctions/incentives, phase placement, etc. Prepares goal and treatment information for participants to report to team.

Attends weekly Drug Court Staffing and support, rehabilitative services staff meetings, and attends annual national and state training.

Completes and submits required reports to the State Division of Substance Abuse and the clerk/Auditor's Office for grants. Maintains and provides program information, data, statistics and support for Davis Behavioral Health (DBH) grant applications; assists preparing and submitting quarterly and annual reports; ensures DBH verifies programs comply with grant requirements. May assist with grant applications.

Updates Drug/DUI Court packets. Prepares plea and Drug/DUI Court agreements.

Maintains case management system and spreadsheets. Generates statistical reports and distributes them to the appropriate recipients.

Arranges and manages participants' testing, coordinates with the testing facility, posts results, and generates reports for the Drug Court team.



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Prepares paperwork and monitors PIA (Plea in Abeyance) and Drug Probation cases; interviews defendants, advises participants on compliance issues; determines eligibility for programs, maintains statistics, and provides reports to the Court.

Reviews cases at Central Arraignments for programs. Processes AP&P requests and reports, expungements and bail bond forfeitures; processes expungements requests filed with the office. Tracks DNA testing requirements.

Responds to and assists court personnel, defense attorneys, treatment providers, participants, and other individuals having business with the County Attorney's Office in a timely professional manner.

Advises County Attorney on program needs and priorities. Assists in preparing and tracking budget requests for programs. Gathers statistics for tracking cases. Analyzes program statistics and makes recommendations.

Monitors services and activities, and identifies and resolves problems.

Performs other office duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in criminal justice, social work, psychology, or a closely related field, plus five (5) years of paid full-time progressively responsible experience with at least two (2) years of experience in the specialty courts or an acceptable combination of education and experience. Related experience may be substituted for education on a year-for-year basis.

Preference for experience working with the criminal justice system.

2. Special Requirements:

Must pass a criminal history background investigation.

Must be certified to access records through the Utah Criminal Justice Information System (UCJIS).

Must possess and maintain public notary certification.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: the organization and jurisdictional requirements of the Utah court system;



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proper format for court documents in Davis County and other jurisdictions; protocol to follow in filing documents and obtaining judges' signatures; steps involved in investigation and filing of criminal charges; appellate court rules and regulations; proper grammar, spelling, and punctuation; legal terminology and procedures; modern office practices and procedures.

Skill in: proficiently operating all computer equipment, applicable software and database programs; operating modern office equipment including (but not limited to) a multi-line telephone, fax machines and copiers.

Ability to: coordinate the workflow; train personnel and provide performance feedback; appear and testify in court; advise and counsel program participants; compose complete and proper court documents; make sound and accurate decisions regarding necessary actions; exercise initiative and sound judgment and react resourcefully under varying conditions; maintain accurate records and strict confidentiality of information and records; follow written and oral instructions; communicate effectively; establish and maintain effective working relationships with supervisors, other employees, participants, court personnel, law enforcement, allied agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***

Approval Information

Date:	03/15/2022
Department Approval:	
HR Generalist Approval:	Jill Tew
Classification Approval:	Marina Brito