



Williamson County Job Description
Department/Office: County Court at Law 2

Job Title: Specialty Court Coordinator FLSA: Exempt Pay Grade: Effective Date: 10.5.2018

JOB SUMMARY

Reporting directly to the County Court at Law 2 Judge, responsible for coordinating and overseeing the daily activities of the specialty court programs, administered through County Court at Law 2.

EXAMPLES OF WORK PERFORMED

- Interview eligible applicants referred from Assistant County Attorney to review/explain the program and its requirements
- Provides coordination between the Project Teams, County Attorney, District Attorney, Adult Probation and other service providers involved with the specialty courts
- Monitor and document candidate's application process and upon approval for admission into the program, schedule the plea-in date with the CCL#2 Administrator
- Prepares and disseminates information necessary for success of Project Team staffing, court proceedings and graduations
- Produces required specialty court reports and presentations; grant writing and monitoring of potential funding streams; communications and monitoring of budget and program stats
- Assists the Project Team in the development of program guidelines, policies, procedures and budget
- Coordinates with other service agencies, organizations and vendors to provide specialty court participants with appropriate services, information and referrals
- Provides basic needs counseling and problem-solving assistance or case management services to program participants, as needed
- Conducts assessments of participants needs, coordinates with providers to prepare casework/service plans, monitors progress and prepares written updates for Project Teams
- May provide short-term case management, crisis intervention and service coordination and assist participants in obtaining vocational and employment services
- Plans, organizes and participates in special projects, including outreach efforts, public speaking and special activities for program participants
- Coordinates with Auditor's office to prepare required grant reports, compiles statistical information to monitor grant compliance, and assists with monitoring of budgets
- Researches funding sources for program sustainability
- Organizes and arranges training opportunities for the project teams
- Participate in and network with the Texas Association of Specialty Court and the National Association of Drug Court Professionals
- Coordinates and plans commencement ceremonies for the specialty courts
- Performs special duties as assigned

ORGANIZATION RELATIONSHIPS

- Reports directly to – County Court at Law 2 Judge
- Works closely with project teams consisting of Judge, Prosecutor, Defense Attorney, Case Manager, representative from VA, and representatives of Bluebonnet Trails Community Services
- Direct Reports – No

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PHYSICAL DEMANDS

- Position involves prolonged sitting at a workstation, reaching, walking, twisting, bending, repetitive motions, and standing
- Position involves occasional lifting and carrying of up to fifty (50) pounds and exertion of up to twenty-five (25) pounds of force to move objects

ENVIRONMENTAL FACTORS

- Work is primarily indoors in an air-conditioned office
- Occasional travel between work sites as required

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field and three (3) years experience in social services related work OR any equivalent combination of education and experience
- Prior experience working with various computer applications, e-mail, word processors, spreadsheets, databases, etc.

LICENSES AND CERTIFICATIONS

Required within thirty (30) days of employment

- Valid driver's license

PREFERRED QUALIFICATIONS

- Prior project management experience and skills
- Two (2) years' experience working in the public sector
- Prior interviewing experience
- Veteran of the US Armed Services

EMPLOYMENT TESTING

Employment is contingent on passing any post-offer pre-employment screening as listed below:

- Criminal background check: Yes/No
- Motor Vehicle Record check: Yes
- Drug screening: Yes/No
- Physical exam: Yes/No
- Psychological exam: Yes/No
- Additional: N/A

IRREGULAR HOURS

- Work outside of the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required
- Non-Essential Personnel for Emergency Situations

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SUPPLEMENTAL INFORMATION

A Williamson County online application (resumes alone are not sufficient) must be received before the position is closed. Positions are open until filled, subject to close at any time after five business days. The Human Resources Department is located at 301 South/East Inner Loop, Suite 108, Georgetown, TX 78626. Phone (512) 943-1533 or visit our website at www.wilco.org/hr.

Williamson County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. If you require an accommodation to apply for a position, please request assistance from the Human Resources Department.

TOBACCO FREE WORKPLACE POLICY

Williamson County is a tobacco free workplace. The use of tobacco and non-tobacco products such as vapor, e-cigarettes and the use of chewing tobacco or like products is prohibited on all Williamson County premises. Employees who violate this policy are subject to appropriate disciplinary action up to and including termination of employment.