

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

Job Title: Specialty Court Program  
Coordinator

FLSA: Exempt

Pay Grade: B.24

Effective Date: 4.2019

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**JOB SUMMARY**

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

**EXAMPLES OF WORK PERFORMED**

- Develops program guidelines, policies and procedures; approves related projects
- Identifies and manages grant resources critical to funding streams to ensure program sustainability
- Determines and implements contingency plans regarding grant availability and funding
- Interviews eligible applicants referred to explain the program and its requirements
- Monitors and documents candidate's application process and upon approval for admission into the program, schedules the plea-in date
- Conducts assessments of participants needs, coordinates with providers to prepare casework/service plans, monitors progress and prepares written updates
- Serves as point of contact for coordination between the Project Teams, County Attorney, District Attorney, Adult Probation and other service providers involved
- Prepares and disseminates information necessary for success of Project Team staffing, court proceedings and graduations
- Produces required specialty court reports and presentations; compiles, maintains, and evaluates program statistics
- Orders applicable testing per budget availability and program cases
- 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
- Assists 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
- Organizes and arranges training opportunities for the project teams
- Participates in and networks with the Texas Association of Specialty Court and the National Association of Drug Court Professionals
- Coordinates and plans commencement ceremonies for the specialty courts
- Readily complies with departmental and countywide policies and procedures
- Performs special duties as assigned

**ORGANIZATION RELATIONSHIPS**

- Reports directly to: County Court at Law 2 Judge
- 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 and venues 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 behavioral or social science, criminal justice or another closely related field
- Three (3) years of experience in the criminal justice or social work field conducting interviews, providing case management or relatable equivalent experience
- Demonstrated work performing program and policy development, implementation and program management or related area
- Demonstration of strong communication, interpersonal skills, analytical skills and project management skills

**PREFERRED QUALIFICATIONS**

- Master's degree in behavioral or social science, criminal justice or another closely related field
- Knowledge of Court Operations and procedures and Courts System Case management principles and processes
- Three (3) years Court Administrator experience within Williamson County
- 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
- Motor Vehicle Record check: Yes
- Drug screening: No
- Physical exam: No
- Psychological exam: No



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- Additional: N/A

**IRREGULAR HOURS**

- Work outside of the normal office hours may be required
- Non-Essential personnel for emergency situations; unless otherwise designated by Judge

**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 100 Wilco Way, Suite HR101, Georgetown, TX 78626. Phone (512) 943-1533 or visit our website at [www.wilco.org/hr](http://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.