



JOB POSTING AND POSITION DESCRIPTION

Van Buren County Courts Vision Statement:

We will lead, and deliver the highest measure of justice, with integrity and innovative thought.

POSITION: Specialty Courts Administrator

DATE: April 28th, 2021

DEPARTMENT: Van Buren Courts

POSTING DEADLINE: 5/14/21

GRADE RANGE: R34 – (\$69,381.00 – \$93,054.00 annually)

FLSA STATUS: Exempt

PURPOSE: Under the general supervision of the Trial Court Administrator, the Specialty Courts Administrator is responsible for researching funding opportunities, applying for grants, managing grant awards, supervising specialty court staff, and overseeing all specialty court and pretrial programs in accordance with grant requirements and county policies.

ABILITIES, KNOWLEDGE, AND SKILLS:

- Must possess at least intermediate knowledge of substance abuse treatment, mental health treatment, child welfare services, and correctional (probation/parole) strategies to be effective. Knowledge of evidence-based treatment strategies is preferred.
- Must possess excellent oral and written communication skills, advanced organizational skills, and exceptional interpersonal and problem-solving skills.
- Must possess basic computer skills including applications such as Microsoft Excel, Adobe Professional, and Microsoft Power-Point.
- Must be able to complete a large majority of electronic work, including grant applications and grant reporting completed on a web-based database.
- Must possess intermediate computer skills to act as a system administrator for a web-based data collection tool requiring analytical skills to produce research and reports.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

Work is performed primarily in an office environment. Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling of objects weighing five to twenty-five pounds.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Provide leadership to support the success of a variety of collaborative teams that include court staff, governmental agency partners, and community agency partners.
2. Supervise multiple grant proposals.
3. Ensure compliance with grant requirements including quarterly financial reporting and ongoing programmatic reporting.
4. Work collaboratively with county administration to manage federal and state funding streams, according to generally accepted accounting practices.
5. Hire, train, supervise, and evaluate a team of court professionals to ensure efficient and effective program operations.



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6. Disseminate program information to targeted audiences including staff, system partners, funders, and the general public.
7. Act as the team administrator, ensuring open communication and accurate record-keeping of meetings and program policies.
8. Organize team training to build proficiencies.
9. Attend statewide and national conferences and present at conferences as required.
10. Compile and maintain statistical information for grant reporting and evaluation.
11. May be assigned to work in any court location, as needed.
12. May be required to work flexible hours which could include early mornings or evenings.
13. May be assigned to occasionally work from home, as feasible, with reliable internet and personal computer.
14. Perform other tasks as assigned.

QUALIFICATIONS / EXPERIENCE:

A Bachelor's Degree in criminal justice, psychology, sociology, social work, or related field is required. A Master's Degree in social work, psychology, sociology, public administration or related field is preferred.

Five years of full-time experience in substance abuse, mental health, or criminal justice field is required. Previous supervisory experience is preferred. Previous experience in grant work is preferred.

SUPERVISION:

Work is performed under the general direction of the Trial Court Administrator.

OTHER REQUIREMENTS:

Employment is dependent on background check, criminal history and fingerprint check, and drug screen. Applicant must complete County application form.

OTHER REQUIREMENTS:

Van Buren County Courts are dynamic and candidates for this position must be able to adapt and thrive in a changing environment. One must be able to work with people who are operating in financially and emotionally stressful situations, and must display appropriate decorum and professionalism with both attorneys and with non-lawyer litigants. Must be able to maintain a record of orderly, law-abiding citizenship, sobriety, and integrity. Must adhere to the Model Code of Conduct for Michigan Trial Court Employees.

The individual in this position is an at-will employee and serves at the pleasure of the Chief Judge. Employment is dependent on background check, criminal history and fingerprint check, and drug screen. Applicant must complete County application form.

Send Applications To: Van Buren County Administration Building
219 E. Paw Paw Street, Suite 201
Paw Paw, MI 49079

Applications are available from Human Resources Division
Phone: (269) 657-8253



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Website: <https://www.vanburencountymi.gov/Jobs.aspx>

Van Buren County Government is An Equal Opportunity Employer