



Harris County – JOB DESCRIPTION

Job Title: **Veteran's Court and STAR Drug Court Program Coordinator** **Job Code:**

Department: Harris County District Courts – Admin **EEO Category:**

FLSA: Non-Exempt **Revision Date:** July 2017

Purpose:

Under supervision of the Court Administrator and the Specialty Courts Program Director. This position is responsible for the daily operations of the Veteran's Court specialty docket and support of the Veteran's Court program goals.

Duties, Functions and Responsibilities:

- Prepare and manage Veterans' Court and STAR Drug Court dockets;
- Docket jail cases for assessment and orientation as needed;
- Participate in Veterans Court and STAR Drug
- Prepare and manage court case transfers;
- Participate in program operational meetings;
- Provide back up for RIC and Competency Restoration Docket Coordinators as needed;
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in Business Administration, Public Administration, or a related field.
- Knowledge of the justice system and justice administration.
- Knowledge of Veterans' Court and mental health court principles and practices strongly preferred.
- **A valid driver's license is required.**
- Applicant must be computer literate. Proficiency in Microsoft applications such as Word, Access, Outlook, etc. is a must.
- Familiarity with State and Federal grants, particularly BJA/OJP Justice Improvement Grants, is desired.
- The candidate should be generally knowledgeable regarding addiction, alcoholism and pharmacology; also knowledgeable of gender, age and cultural issues that may impact an offender's rehabilitation.
- Excellent verbal and written communications skills are required.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.