



Hamilton County, Ohio  
Court of Common Pleas  
**Job Opportunity**  
An Equal Opportunity Employer

Posting Number: 42-32  
Date Posted: December 17, 2021  
Deadline to Apply: Open Until Filled

**POSITION: Drug Court Director**

**DEPARTMENT:** Hamilton County Court of Common Pleas – Judge Nicole Sanders  
**LOCATION:** 1000 Main Street, Cincinnati, OH 45202  
**WORK HOURS:** Full-time; 70 hours bi-weekly  
**FLSA STATUS:** Salaried/ Exempt  
**SALARY RANGE:** \$46,740 – \$66,501 Annually

Listed below are the **QUALIFICATIONS** for the position:

A bachelor's degree from an accredited institution and a minimum of two years of relevant work experience. A master's degree in Social Work with a focus on addiction is preferred. Also must possess the knowledge, skills and abilities as listed in the job description.

(To obtain a copy of the job description, please send your request to the e-mail address listed below.)

Listed below is a summary of the **JOB DUTIES**:

This position is responsible for assisting in the operation of Drug Court, which operates five days per week and approximately one or two nights per week, off-Court premises, at alternating locations. The Drug Court Judge supervises this position. Helps to certify and maintain the certification of the Drug Court by the Specialized Commission of the Supreme Court of Ohio. Acts as a liaison between the Drug Court Judge and treatment providers. Assists with the daily operation of the Drug Court docket. Establishes and maintains files for the Court on all Drug Court participants. Administration of program design and development in conjunction with Judge to match needs of the court. Administration of the Drug Court program including program standards, operating procedures & forms. Ensures Specialty Docket compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates actions necessary to correct deviation or violations. Acts as liaison with the Supreme Court of Ohio Specialized Docket Section. Prepares program material for submission to the Supreme Court of Ohio for certification and recertification. Researches grant opportunities and oversees grant application processes. Assists in the writing and submission of grants. Oversees the collection and collation of statistical information and data needed for reports and grants. May be required to act as a representative for Drug Court on various committees and/or planning groups. Coordinates activities between various departments and agencies assisting Drug Court, including the Assignment Commissioner's Office, the Prosecutor's Office, Pretrial Services, the Probation Department, the Sheriff's Office, the Public Defender's Office, and treatment facilities. Answers telephone inquiries into the courtroom. Assists the bailiff in maintaining proper courtroom atmosphere. Performs duties of absent employees as needed. Performs related work as required.

**HOW TO APPLY FOR THE POSITION:**

Please send a cover letter and resume by e-mail, fax or mail.

**E-mail:** [HRCourt@cms.hamilton-co.org](mailto:HRCourt@cms.hamilton-co.org)  
**Fax:** (513) 946-5809  
**Mail:** Hamilton County Courthouse  
ATTN: Krista Ventre  
1000 Main Street, Room 410  
Cincinnati, OH 45202