



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

Posting Number: 42-76
Date Posted: December 18, 2024
Deadline to Apply: Open Until Filled

POSITION: Drug Court Certification Coordinator

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 (*Normal work hours are 8:00 a.m. - 4:00 p.m., Monday – Friday; however, the position will require some work beyond normal hours.*)
FLSA STATUS: Salaried/ Exempt
SALARY RANGE: \$52,015 – 80,084 Annually

Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

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

A high school diploma or its equivalent, and a minimum of two years of relevant work experience. Must have a good working knowledge of Microsoft Office programs and possess the knowledge, skills and abilities as listed in the job description. Previous work experience involving certification of specialty courts or grant writing is preferred.

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

This position is responsible for assisting in the certification and operation of Drug Court, which operates five days per week and approximately one or two nights per week, off-Court premises, at alternating locations.

Essential Functions

- Leads the effort to certify and maintain the certification of the Drug Court by the Specialized Commission of the Supreme Court of Ohio.
- 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.
- Writes and submits grants.
- Oversees the collection and collation of statistical information and data needed for reports and grants.
- Ensures Specialty Docket compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates actions necessary to correct deviation or violations
- Assists with the daily operation of the Drug Court docket and the administration of the Drug Court Program.
- 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.
- Coordinates job duties with fellow Drug Court staff and is cross-trained on their job duties.

Marginal Functions

- Provides coverage for status court.
- Performs duties of absent employees as needed.
- Performs related work as required.

Positions Supervised

None.

Knowledge, Skills and Abilities

- Knowledge of the criminal justice system, court procedures and related operations.
- Knowledge of legal terminology and concepts.
- Strong written and verbal skills.
- Ability to research and apply for grants.
- Ability to get the Drug Court certified with the Ohio Supreme Court and maintain the certification.
- Ability to coordinate interdepartmental activities.
- Ability to communicate effectively in written and oral form.
- Ability to represent the court in a respectful manner.
- Ability to recognize and address sensitive interpersonal relationships.
- Ability to relate well to the public, judges, lawyers and court personnel and work with diverse populations.
- Ability to exercise independent judgment and make decisions.
- Ability to read and prepare reports with recommendations, correspondence, instructions, rules and manuals.
- Must maintain confidential information as required.
- Ability to operate standard office equipment including computer, copier, calculator, and facsimile machine.

Working Conditions

Moderate noise in courtroom setting.

Physical Demands

- Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, crouching, reaching with hands and arms, typing and viewing computer screens.
- Must be able to transfer up to 25 pounds.
- Ability to sit continuously at a work station for periods of two hours or more.
- Hearing ability sufficient to converse with other individuals, both in person and by telephone.
- Speaking ability sufficient to converse effectively with other individuals both in person and by telephone.
- Visual ability sufficient to operate standard office equipment such as fax machine, copier and computer, and to read and prepare reports, correspondence and instructions.
- Ability to reach into file drawers in standard four-drawer filing cabinets.

Communications

Conveys and receives information in person, in writing, and over the telephone, as well as by automated means.

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

Fax: (513) 946-5809

Mail: Hamilton County Courthouse
ATTN: Krista Ventre
1000 Main Street, Room 410
Cincinnati, OH 45202