

DIRECTOR OF ACCOUNTABILITY COURTS

Why do we need the Director position?

- Consolidating the leadership of the programs allows for the consolidation of grant funding and resources which is in line with the vision of the CACJ for circuits with multiple programs.
- Offers a specialized and unique administrative position to oversee and manage accountability courts in the circuit.
- Enables Judges to focus on legal responsibilities.
- Handles grant matters, finances of the programs and HR issues.
- Budgets for these programs have grown 4x greater in 10 years.
- Staff of these programs have grown with funding and expansion of services and will continue to grow with the re-establishment of the Mental Health Court.
- The accountability courts of Chattahoochee Superior Court currently operate with more than \$1.2 Million dollars a year in grant funding.
- All programs are required to be certified by the CACJ and adhere to the state Standards for each individual program.
- Administration of these programs should be unified under the Offices of Superior Court and not individualized.

Why should Columbus invest in these programs?

- Accountability courts currently serve approximately 100 persons with addiction and Veterans in our circuit. With the onset of Mental Health court, we will have the capacity to serve approximately 200 persons total.
- Current programs are in line with best practices and have a retention rate of 71%.
- Using *US Bureau of Labor Statistics Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimates Columbus Georgia-Alabama (May, 2019)* data, it is estimated that drug court participants contribute \$2,185,080 annually to the area community and economy through employment wage contributions.
- Referral to entry time should be less than 30 days – leading moving individuals out of the jail and into treatment services.

ADULT DRUG COURT	
DAYNA NEWTON	FULL TIME
CLIFF STOKES	FULL TIME
ADRIENNE HAYS	FULL TIME
CRISCELLA KIRK	FULL TIME
DUSTIN HORN	FULL TIME
TABATHA MOSS	FULL TIME
TODD WILSON	FULL-TIME
SAMUEL ESTRADA	PART TIME
LARRY MONTGOMERY	FULL-TIME
STEPHEN STRICKLAND	FULL-TIME
TONYA GRIGGS	FULL-TIME
SURVEILLANCE OFFICER	PART TIME
SURVEILLANCE OFFICER	PART TIME
SURVEILLANCE OFFICER	PART TIME
SURVEILLANCE OFFICER	PART TIME
ELIZABETH HILL	FULL-TIME

VETERAN'S COURT
KALVIN KIRKSEY
DESI MONTGOMERY
LEGEND
VET SURVEILLANCE TIME

JUDGE	JUDICIAL ASSISTANT	LAW CLERK	COURT REPORTER
BOBBY PETERS	ANTONETTA LOPES	OPEN CITY SLOT	MICHAEL D. RUSSELL
GIL MCBRIDE	JAMES RICH	GREGORY PRIDGEN	ERIC CAVANAUGH
ARTHUR SMITH	LIZ BARKER	CAROLINE KENNEDY	PEGGY LITTLE
RON MULLINS	OZELLA SMITH	STEPHANIE CALDWELL	COURTNEY GRAY
MAUREEN GOTTFRIED	SUZANNE KRAUS	CULLEN MASON	KATHY BOSTIC
BEN RICHARDSON	ANNE FISH	JOHN BURNS	WHITNEY VARDMAN
JOHN MARTIN	YOSHI LEONARD	CLINT MARTIN	INNA RUSSELL
OTHER OFFICES UNDER SUPERIOR COURT JUDGES:			
COURT ADMINISTRATOR**			
ED BERRY			
LAW LIBRARY			
	FULL OR PART TIME		
MARTHA DICUS	FULL TIME		FULL TIME
PAM WYNN	PART TIME		FULL TIME
JURY MANAGER			
SONYA KIBBLE	FULL TIME		
PAMELA WHITTLESEY	FULL TIME		
JESSICA BENSON	PART TIME		
ADULT DRUG COURT			
DAYNA NEWTON	FULL TIME		FULL TIME
BRIANA DAVIS	FULL TIME		
CLIFF STOKES	FULL TIME		
CRISCELLA KIRK	FULL TIME		
DUSTIN HORN	FULL TIME		
TABATHA MOSS	FULL TIME		
TODD WILSON	PART TIME		STATE PAID
SAMUEL ESTRADA	PART TIME		CITY PAID
			GRANT PAID
			CITY SUPPLEMENT
ARPA			
			OPEN SPOT TO BE FILLED
			RAINE MILLER
VETERAN'S COURT			
			KALVIN KIRKSEY
			FULL TIME
LEGEND			
			STATE PAID
			CITY PAID
			GRANT PAID
			CITY SUPPLEMENT

Job Assessment Tool ©

Columbus Consolidated Government

Employee's Name:	Vacant
Individual Completing JAT (if different than above):	
Phone/Extension:	
Job Title:	
Agency/Department:	
Working Title:	
Date:	
E-mail Address:	
User ID for online JAT:	

The Job Assessment Tool is a document used to gather information from employees about their jobs. Specifically, you will be asked to give us feedback on your role, responsibilities, and duties in the organization.

Your information is critical to Evergreen Solutions' review of how fairly the organization compensates employees performing similar jobs. The Evergreen Solutions team will use this information to determine how work is organized, to recommend appropriate pay levels and ranges, and to design a new compensation and classification system that is fair and equitable to all employees.

Your information is not used to assess individual performance, adjust staffing levels in your organization, reduce current salaries, or eliminate positions.

Please complete all sections to the best of your ability. By providing clear and complete information about your job, you can help the Evergreen Solutions team gain a thorough understanding of the jobs in your organization.



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Tallahassee, Florida 32308
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SECTION 1.0 JOB DESCRIPTION

Briefly provide an overview of your job, including a description of the purpose of your job and the type of work you do. This may be the same as the introduction to your current job description, but it does not need to be.

The Director of Accountability Courts administers and coordinates the mental health, veteran's treatment and drug court services for the Chatthoochee Judicial Circuit and ensures the program's compliance with all court policies and procedures. This position is responsible for the overall coordination, management, administration and operation all of the superior court accountability courts and the Chatthoochee Judicial Drug Testing Lab.

Please indicate below the number of people you supervise directly and/or indirectly.

Directly: 7 (Direct supervision is the management or supervision of employees who report work to you and who you evaluate without assistance. Please do not include subcontractors.)

Indirectly: 15 (Indirect supervision is the management or oversight of employees who report to you through another supervisor who reports directly to you. Please do not include subcontractors.)

TYPE OF WORK PERFORMED

Please check the one box that best describes the type of work you do. If you check box 3, 4, or 5 there are additional questions below.

- 1. Clerical or Manual
- 2. Technical/Paraprofessional
- 3. Administrator
- 4. Managerial/Professional
- 5. Executive/Advanced Professional
- 6. Laborer/Trade-Based Occupations

EDUCATION

To perform your job correctly, how much education should you be required to have?

- Up to and including some high school
- High school diploma/GED
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctorate Degree
- Other _____



WORK EXPERIENCE

To perform your job correctly, how much experience should you be **required** to have?

- | | |
|---|---|
| <input type="checkbox"/> No experience required | <input type="checkbox"/> 4 Years |
| <input type="checkbox"/> Six months | <input checked="" type="checkbox"/> 5 Years |
| <input type="checkbox"/> 1 Year | <input type="checkbox"/> 6 Years |
| <input type="checkbox"/> 2 Years | <input type="checkbox"/> 7-10 Years |
| <input type="checkbox"/> 3 Years | <input type="checkbox"/> Over 10 Years |

Please list any licenses, certifications, or professional designations you believe should be **required** for your position.

Please list any licenses, certifications, or professional designations you believe should be **preferred** for your position.

Certified Accountability Court Coordinator

SECTION 2.0 JOB FUNCTIONS

*In the tables provided on following pages, please include all **essential** job functions you perform. For every function you list, please note how often you perform the function—Daily, Weekly, Monthly, A Few Times Per Year, or Annually. Then, estimate the total percent of your time spent on each function on an annual basis. Lastly, please check off the **five** most important functions you perform.*

JOB FUNCTIONS

Job Function	Assists in planning, organizing, coordinating, directing, and evaluating the assigned programs to ensure optimum efficiency and effectiveness
Percentage of time spent on function	10
Most Important Function	<input type="checkbox"/> YES



Job Function	Participates as a team member, committing to the program mission and goals and works to ensure their success
Percentage of time spent on function	15
Most Important Function	<input checked="" type="checkbox"/> YES

Job Function	Serves as a central clearinghouse where all relevant information is communicated and ensures no conflicting information is given to participants or program partners
Percentage of time spent on function	10
Most Important Function	<input type="checkbox"/> YES

Job Function	Educates referral sources and community on eligibility standards and program goals. Develops team-building activities and conducts staff replacement training.
Percentage of time spent on function	5
Most Important Function	<input type="checkbox"/> YES

JOB FUNCTIONS (Continued)

Job Function	Develops police and corrections linkage to improve supervision and agency coordination.
Percentage of time spent on function	5
Most Important Function	<input type="checkbox"/> YES



Job Function	Develops community and business resources to obtain incentives, job opportunities, and alternative assistance options.
Percentage of time spent on function	5
Most Important Function	<input type="checkbox"/> YES

Job Function	Purchases all necessary supplies and monitors inventory levels in a manner which facilitates efficient operation of the programs. Prepares staffing agendas and distributes electronically prior to staffing sessions.
Percentage of time spent on function	10
Most Important Function	<input type="checkbox"/> YES

Job Function	Prepares annual budget for the division, applies for grant funding, completes quarterly sub-grant reports timely, reviews and initially approves division invoices, tracks division expenditures, produces monthly statistical and financial reports, and supervises staff.
Percentage of time spent on function	10
Most Important Function	<input type="checkbox"/> YES

JOB FUNCTIONS (Continued)

Job Function	Grant writing and management for all state and federal grant funding lines for the Department of Accountability Courts.
Percentage of time spent on function	10



Most Important Function	<input type="checkbox"/> YES
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Job Function	Provide technical assistance to treatment providers, case managers, clinicians, and vendors
Percentage of time spent on function	5
Most Important Function	<input type="checkbox"/> YES

Job Function	Assist with training staff on evidence-based practices related to State Standards and Best Practices.
Percentage of time spent on function	5
Most Important Function	<input type="checkbox"/> YES

Job Function	Assesses program needs and recommends changes to enhance and increase effectiveness
Percentage of time spent on function	5
Most Important Function	<input type="checkbox"/> YES



JOB FUNCTIONS (Continued)

Job Function	Work with Coordinators to ensure all program maintain State of GA certification required for funding.
Percentage of time spent on function	5
Most Important Function	<input type="checkbox"/> YES

Job Function	
Percentage of time spent on function	
Most Important Function	<input type="checkbox"/> YES

Job Function	
Percentage of time spent on function	
Most Important Function	<input type="checkbox"/> YES

Job Function	
Percentage of time spent on function	
Most Important Function	<input type="checkbox"/> YES



SECTION 3.0 JOB FACTORS

LEADERSHIP

Please read the responses below and pick the **one closest match** to your level of leadership in the organization.

- I follow specific directions provided by my supervisor and receive feedback on what I do. Closest Match
- I have procedures to follow for my work and my supervisor checks my work often. Closest Match
- I have guidelines for my work, but I determine the approach for doing the work. My supervisor focuses on the outcomes of my work. Closest Match
- I work from a general outline of duties and responsibilities. Other employees assist me in completing our work. Closest Match
- I oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units. Closest Match
- I organize work around broad organizational goals and processes. My supervisor oversees my activities through regular meetings. Closest Match
- I oversee, plan, and implement major programs and services for the organization. I report on my progress to the organization's executive team. Closest Match
- I determine strategy as well as long range goals for the organization. I design processes, allocate resources, and report to elected officials or the public. Closest Match

Please provide below a brief explanation of why the closest match you selected applies to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection.

I oversee, plan and implement major court programs in accordance with the state and Federal best practices. I report regularly to the superior court judges on the status of the programs.

WORKING CONDITIONS

Please read the responses below and pick the one closest match to the working conditions you experience in your job.

- I work in a relatively safe, secure, and stable work environment. Closest Match
- I work in a safe and secure work environment that may periodically have unpredicted requirements or demands. Closest Match
- I work in a dynamic environment that requires me to be sensitive to change and responsive to changing goals, priorities, and needs. Closest Match
- I work in an environment with heavy equipment and machinery that could result in bodily harm to my co-workers or others. Closest Match
- I deal with crisis situations that require me to make major decisions involving people, resources, and property. Closest Match
- I spend part of my time working in an environment where errors on my part can lead to significant physical or mental consequences for me or others. Closest Match
- I spend most of my time working in a physically threatening environment that requires me to make life and death decisions for me and others. Closest Match
- I regularly make decisions that could lead to major community or organizational consequences if I fail to make the appropriate decision at the time. Closest Match

Please provide below a brief explanation of why the closest match you selected applies to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection.

I regularly make personnel decision and policy decisions that affect the organization as a whole. With multiple federal grants and funding sources, failure to report in a timely manner or appropriately could result in a drastic loss in funding.



COMPLEXITY

Please read the responses below and pick the one closest match to the level of complexity of your job.

I perform specific clerical or manual tasks. Some of my typical responsibilities may include copying, maintaining files, or entering data OR utilizing light mechanical equipment such as a vehicle, lawn mower, or hand tool OR clean and maintain a facility. Closest Match

I perform work that necessitates some specialized knowledge of clerical or trades-based tasks. Some of the typical responsibilities include gathering, formatting, or visually analyzing data OR operating construction or warehouse equipment (moving vans, dump trucks, front-end loaders). Closest Match

I perform technical or trades-based work that requires a solid understanding of basic algebra and statistics OR use of heavy equipment. Some of the tasks performed include participating in data collection and detailed analysis; reporting on the accomplishment of specific departmental goals and tasks; OR operating or repairing heavy equipment (bulldozers, cranes, graders). Closest Match

I perform entry-level professional work including basic data analysis and synthesis, report creation, process performance, and regulatory or compliance activities. My work involves statistics, operations analysis, or forecasting. Closest Match

I perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills. Closest Match

I perform work that encompasses advanced technical, scientific, legal, or mathematical concepts. My work directly contributes to the implementation of specific policies, programs, or initiatives of the organization. Closest Match

I oversee work that involves the use of complex technical, scientific, or mathematical concepts that increases the efficiency and effectiveness of the organization. I analyze and make recommendations on how to improve the operational performance of the organization. Closest Match

I develop policies, long range plans, and allocate funds. I make decisions that involve multiple priorities, limited resources, and internal and external challenges. Most of my decisions impact the organization as a whole. I report to elected or appointed officials who hold me accountable for the success of the organization. Closest Match

Please provide below a brief explanation of why the closest match you selected applies to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection.

Because these programs are mainly grant funded, a large part of this position is managing funding resources and ensuring that funds are used for the betterment of the program. Allocation of funds to most needed areas and in accordance with the strategic plan for the organization. This position reports directly to the Superior Court Judges who oversee these programs.

DECISION MAKING

Please read the responses below and pick the **one closest match** to the level of decision making of your job.

- I perform routine or clearly defined activities under close supervision. Most of my decisions regarding my activities and priorities are made by supervisors. Closest Match
- I follow specific procedures that may result in interaction with co-workers, citizens, or other individuals. I make a few decisions regarding my activities and priorities. Closest Match
- I work in a responsive environment where co-workers or citizens bring problems to me for resolution. I am responsible for determining the problem and creating an individual solution for the issue. Closest Match
- I make decisions that govern my activities as well as others. My decisions impact how our unit provides services and support to internal and external customers. Closest Match
- I follow basic guidelines for operational activities. I make decisions that govern the activities and behaviors of staff members. My work directly impacts other workers, citizens, or both. Closest Match
- I oversee numerous functions and staff. I am principally responsible for determining policies and procedures that will ensure the success of our operation. Closest Match
- I am responsible for determining goals, policies, and desired outcomes for multiple units. I determine the appropriate level of resources to meet the organization's needs. Closest Match
- I perform work that involves high level issues, processes, or organizational needs. My decisions impact the community at large, most of the staff, or both. I am evaluated by elected officials or senior managers based on the outcomes of my decisions. Closest Match

Please provide below a brief explanation of why the closest match you selected applies to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection.

All personnel decisions, funding decisions and programmatic decisions are made by this position with the oversight of and permission of elected officials.



RELATIONSHIPS

Please read the responses below and pick the **one closest match** to types of relationships present in your position.

- I work primarily alone. Closest Match
- I work with less than ten co-workers who are mostly engaged in the same activities as me. Closest Match
- I work with more than ten coworkers who mostly engage in the same activities as me. Closest Match
- I oversee and manage more than two employees in the organization performing similar work. Closest Match
- I oversee and manage more than two employees in the organization performing different types of work. Closest Match
- I oversee and manage work involving multiple units. I work regularly with other managers to successfully meet the goals and objectives of our organization. Closest Match
- I provide updates to senior managers, elected officials, or other community groups or organizations. I work regularly with other Directors or senior managers to ensure the provision of efficient and effective services. Part of my performance is tied to how well I respond to members of the community or internal peers within the organization. Closest Match
- I interact with senior managers, citizens, and elected officials on a regular basis. My primary role in the organization is to ensure that the principles and objectives of the elected officials are implemented in an efficient and effective manner. Closest Match

Please provide below a brief explanation of why the closest match you selected applies to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection.

The primary role of this position is to ensure the principles and objectives of elected officials are implemented in an efficient and effective manner. This position also requires the same principles and objectives are implemented according to the national best practices and the state of Ga standards.



SECTION 4.0 EQUIPMENT AND MACHINERY

Please check each box that applies to the use of equipment and/or machinery in your job. You may check as many boxes as apply.

- | | |
|--|---|
| <input type="checkbox"/> Does not apply to my job | <input type="checkbox"/> Repair, develop, or install computer hardware or network systems |
| <input checked="" type="checkbox"/> Use small office equipment, including copy machines or multi-line telephone systems | <input type="checkbox"/> Repair, develop, or install complex software or management information systems |
| <input checked="" type="checkbox"/> Use computers for data entry | <input type="checkbox"/> Supervise employees using or repairing heavy or complex machinery |
| <input checked="" type="checkbox"/> Use computers for word processing and/or accounting purposes | <input type="checkbox"/> Supervise employees developing, installing, or repairing technology systems |
| <input type="checkbox"/> Use highly technical computer applications, such as GIS or CAD | <input type="checkbox"/> Establish policies for using, acquiring, and/or maintaining heavy or complex machinery |
| <input type="checkbox"/> Use or repair small/light equipment, such as power tools | <input type="checkbox"/> Establish policies for using, acquiring, and/or maintaining technology systems |
| <input type="checkbox"/> Use or repair medium equipment and machinery, such as vehicles or commercial mowers | <input type="checkbox"/> Create and guide implementation of capital improvement plans or programs |
| <input type="checkbox"/> Use or repair heavy or complex machinery, such as HVAC systems, construction equipment, or water plants | <input type="checkbox"/> Create plans for and guide implementation of major construction projects |
| <input type="checkbox"/> Repair, develop, or install telecommunications systems | <input type="checkbox"/> Create plans for and guide implementation of new technology systems |

Please provide below a brief explanation of why the uses of equipment and machinery you selected apply to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection(s).

Oversee employees who use the Connexis case management system, use the Payment Management System, Advantage personnel and financial system and the ERA Commons system for federal grant reporting.



SECTION 5.0 PHYSICAL ABILITIES

Please indicate below all physical abilities you must have to perform your essential job functions. You may check as many abilities as apply to your job. However, you should only check off physical abilities that are required to perform your essential job functions.

- | | |
|--|--|
| <input type="checkbox"/> Does not apply to my job. | <input type="checkbox"/> Crawling: Moving about on hands and knees or hands and feet. |
| <input type="checkbox"/> Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. | <input type="checkbox"/> Crouching: Bending the body downward and forward by bending leg and spine. |
| <input checked="" type="checkbox"/> Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. | <input type="checkbox"/> Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. |
| <input type="checkbox"/> Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. | <input type="checkbox"/> Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling. |
| <input type="checkbox"/> Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects | <input type="checkbox"/> Grasping: Applying pressure to an object with the fingers and palm. |
| <input type="checkbox"/> Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. | <input type="checkbox"/> Handling: Picking, holding, or otherwise working, primarily with the whole hand |
| <input type="checkbox"/> Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. | <input type="checkbox"/> Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound. |
| <input type="checkbox"/> Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. | <input type="checkbox"/> Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound. |



-
-
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
 - Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
 - Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
 - Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
 - Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
 - Reaching: Extending hand(s) and arm(s) in any direction.
 - Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
 - Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
 - Standing: Particularly for sustained periods of time.
 - Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
 - Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
 - Talking 2: Shouting in order to be heard above ambient noise level.
 - Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
 - Visual Acuity 2: Including color, depth perception, and field vision.
 - Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
 - Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
 - Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
 - Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.



Please provide below a brief explanation of why the physical abilities you selected are required in your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection(s).

For Supervisors

Please review the employee's Job Assessment Tool and indicate for each section whether you agree or disagree with the information provided by the employee. Additional comments should be included in the space below and should be designed to help Evergreen Solutions gain a clear understanding of the employee's work. For any section with which you disagree, please include a detailed explanation of your disagreement.

SECTION 1.0 JOB OVERVIEW	<input checked="" type="checkbox"/> I agree with the information provided. <input type="checkbox"/> I disagree with the information provided.
Supervisor Comments	
SECTION 2.0 ESSENTIAL FUNCTIONS	<input checked="" type="checkbox"/> I agree with the information provided. <input type="checkbox"/> I disagree with the information provided.
Supervisor Comments	
SECTION 3.0 JOB FACTORS	<input checked="" type="checkbox"/> I agree with the information provided. <input type="checkbox"/> I disagree with the information provided.



Supervisor
Comments

**SECTION 4.0 EQUIPMENT AND
MACHINERY**

I agree with the information provided. I disagree with the information provided.

Supervisor
Comments

SECTION 5.0 PHYSICAL ABILITIES

I agree with the information provided. I disagree with the information provided.

Supervisor
Comments

ADDITIONAL COMMENTS

This person would be overseeing programs
for 3 Individual Superior Court Judges

Supervisor Name

Mauraen Gottfried

Supervisor E-mail Address

mgottfried@columbusga.org

Supervisor Job Title

Judge, Superior Court



The Accountability Court Director administers and coordinates mental health, veterans, and drug court services for the Chattahoochee Judicial Circuit and ensures the program's compliance with all court policies and procedures. This position is responsible for the overall coordination, management, administration and operation of the mental health, veterans, drug court programs and the Chattahoochee Judicial Drug Testing Lab.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Assists in planning, organizing, coordinating, directing, and evaluating the assigned programs to ensure optimum efficiency and effectiveness
Participates as a drug court team member, committing to the program mission and goals and works to ensure their success
Reports on appropriate sanctions and incentives or lack thereof and ensures offenders are evaluated in a timely and competent process
Serves as a central clearinghouse where all relevant information is communicated and ensures no conflicting information is given to participants or program partners
Educates referral sources and community on eligibility standards and program goals.
Develops team-building activities and conducts staff replacement training.
Develops police and corrections linkage to improve supervision and agency coordination.
Develops community and business resources to obtain incentives, job opportunities, and alternative assistance options.
Purchases all necessary supplies and monitors inventory levels in a manner which facilitates efficient operation of the programs. Prepares staffing agendas and distributes electronically prior to staffing sessions.
Prepares annual budget for the division, applies for grant funding, completes quarterly sub-grant reports timely, reviews and initially approves division invoices, tracks division expenditures, produces monthly statistical and financial reports, and supervises staff.
Grant writing and management for all state and federal grant funding lines for the Department of Accountability Courts.

MINIMUM REQUIREMENTS:

Education: Masters Degree in a related field such as Public Administration, Judicial Administration, Criminal Justice, or Psychology
Experience: Two (2) or more years of experience as a manager within the criminal justice and/or substance abuse treatment environment, particularly within the court environment. Two (2) or more years of management or supervisory experience preferred.
Knowledge/Skills/Abilities:
Thorough knowledge of the criminal justice system, courts, and principles and techniques of office management.
Familiarity with work simplification and records control processes
Demonstrated knowledge of data processing and electronic information processing systems.
Ability to operate a variety of automated office equipment
Exposure to financial procedures and standard practices
Knowledge of addiction, alcoholism and pharmacology HIPPA and Federal Confidentiality
Skills in effective speaking, writing, and management
Skills in negotiating which facilitates conflicts to be overcome through problem solving and consensus building
Skills in developing appropriate policies and procedures for the operation of an accountability court subject to state requirements and national best practices
Ability to exercise good judgment and discretion in applying and interpreting the Court's policies and procedures as well as state law.
Skills in planning and directing the work of subordinates and contractors

Skills in seeking, planning for, writing applications for and managing grants and grant funds and responsible for all paperwork and reports related to grant funding
Ability to maintain an effective and confidential working relationship with associates, judges, county employees, attorneys, and the public
Demonstrated skill in developing and maintaining positive customer relations
Ability to effectively coordinate operations between the Court and its multiple contractors
Ability to understand and follow confidentiality laws and protocols as established by the Felony Drug Court, the National Drug Court Institute, and federal/state laws
Ability to organize and coordinate graduation programs

Certification:

Accountability Court Coordinator Certification preferred

Licensing:

Possession of a valid driver's license with good driving history.

EXAMPLE from CITY HR System:

Title	Pay Grade	Education Required	Salary Range	Notes
Director - Community Reinvestment	133	Bachelor's Degree	\$93,705 - \$145,179	grant administration and department supervision
Director - 311 and CM Assistant	128	Bachelor's Degree	\$81,845.85 - \$126,805.21	Department supervision
Planning Director	134	Bachelors... Masters Preferred	\$100,733.21 - \$156,067.73	Department supervision
Director of Crime Prevention	128	Bachelors...Masters Preferred	\$66,810.59 - \$103,510.83	zero employees. Grant management. No administration
Workforce Development Director	133	Bachelors	\$93,705.31 - \$145,179.29	Program Development/ department supervision
Director - Parks and Rec	134	Masters Preferred	\$100,733.21 - \$156,067.73	Grants/ Dep supervision/ leadership experience