

## **TREATMENT COURT ADMINISTRATOR**

*The 22<sup>nd</sup> Judicial Circuit Court of the City of St. Louis has an opening for a Treatment Court Administrator. JD or Master's degree in Public Administration, Public Health, Health Administration, Criminal Justice, Corrections, Sociology, Psychology or a related field with 3 years experience in a treatment court preferred, or, in lieu, Bachelor's Degree in the above fields with 5 years of experience in a treatment court preferred. Management and evidence based treatment experience, as well as experience in writing and monitoring grant programs and contracts. Must be at least 21 years of age. Annual salary range \$62,946 to \$98,670. For full job description see below.*

Resumes accepted until position filled. Submit resume ASAP by FAX to (314) 622-4524, email [stlca.resumes@courts.mo.gov](mailto:stlca.resumes@courts.mo.gov) or mail to:

**Deborah Leahey, HR Manager  
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10 N. Tucker Blvd., Room 412  
St. Louis, MO 63101  
EOE**

## **TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI**

### ***JOB DESCRIPTION***

**DEPARTMENT:** Court Administrator's Office (#311)

**CLASS TITLE:** Treatment Court Administrator

**SALARY RANGE:** 62,946 – 98,670

**CLASS DEFINITION:** Under the supervision of the Treatment Court Commissioners and Treatment Court Committee, is responsible for assisting the Treatment Court Commissioners in the overall administration of the Treatment Court. Plans, organizes, implements, coordinates, and manages the day-to-day operation of the Treatment Court including supervision of court employees and contracted vendors.

### **EXAMPLES OF DUTIES:**

- Reviews the calendar for the Treatment Court docket according to procedures. Oversees the Treatment Court docket and related computer software, organizes the order of the docket, assures that the Treatment Court commissioners' information is ready and in order. Coordinates staffing information from treatment programs, diversion managers, and urinalysis laboratory results in a single report.
- Insures that the Treatment Court urinalysis program is in place and effective. This includes selecting a vendor and assuring that a contract is in place, assuring proper pick up, analysis and reporting of urine specimens from defendants to the Court in a timely manner.
- Coordinates all Treatment Court activities with attorneys, judges, other Court personnel and personnel associated with other agencies.
- Supervises the Treatment Court Coordinator and Secretary.
- Maintains various records.
- Coordinates development of case management and reporting system.
- Collects, reviews statistical data, and prepares reports for management and supervision of the Treatment Court and the Court en banc.
- Identifies service needs and issues, and develops appropriate responses.
- Develops requests for proposals of treatment programs and other necessary services, and coordinates treatment of defendants.
- Primary contact with the treatment network and assures that the relationship between the Court and treatment programs is well established.
- Responsible for any required Court involvement in Treatment Court research, projects and special Treatment Court planning studies, including establishment of accounting systems for professional audit purposes and presentation of results and analysis of demographic data.

- Plans, develops, implements and administers Treatment Court related projects, including grants, grant proposals and administers awards to insure proper implementation.
- Assists the Treatment Court Commissioners, as requested, in formulating Treatment Court policy, directing its execution and evaluating work accomplished.
- Notifies the Treatment Court Commissioners of problems requiring a judicial decision or interpretation of Treatment Court policy.
- Disseminates information and implements directives received from the Treatment Court Commissioners.
- Responds to Judicial Officers, various committees and commissions, concerning the performance and activities of the Treatment Court.
- Acts as the Treatment Court liaison with other governmental and non-governmental agencies and groups, including treatment providers, other local, state and federal agencies and organizations.
- Develops and submits annual budget request for the activities of the Treatment Court.
- Is the primary person responsible for dissemination of information, research and evaluation regarding alcohol and other Treatment dependence treatment, alcohol and Treatment offenders and the criminal justice system and Treatment Courts.
- Performs other related duties as required.
- Assesses Treatment Court training needs and coordinates development of necessary programs.

#### **KNOWLEDGE AND SKILLS:**

- Considerable leadership skills and knowledge of the principles of organizational structures and management effectiveness.
- Considerable knowledge of judicial docketing procedures.

- Considerable understanding of legal terminology and processes.
- Knowledge of established laws, regulations, and policies to properly interpret and to make decisions in compliance with the law.
- Considerable skill in managing, planning, scheduling and coordinating Treatment Court programs and activities.
- Considerable skill in analyzing Treatment Court administrative and operational problems and in developing solutions.
- Knowledge of substance abuse intervention techniques.
- Experience in grant management, grant writing, and writing requests for proposals from treatment providers.
- Knowledge of analytical and research principles and techniques, including statistical analysis.
- Knowledge of laboratory science, clinical psychology, sociology, probation and parole treatment in relationship to criminal justice systems.
- Ability to conduct independent research based on sound scientific principles and draw appropriate conclusions resulting from the findings.
- Knowledge of applicable computer word processing, spreadsheet, and database applications.
- Skill in communication with public and private social services personnel concerning treatment program requests for proposals and on-going treatment programs.
- Skill in establishing and maintaining effective working relationships with fellow employees, community leaders, civic group members, treatment providers, Courts, and general public.
- Ability to organize data into a logical format for presentation in reports, documents, or other written materials.

- Ability to conduct meetings and make formal presentations.
- Knowledge of the principles of Treatment Court and governmental fiscal management and budgetary control.
- Ability to exercise discretion and confidentiality.
- Considerable skill in both oral and written communications.

**MINIMUM QUALIFICATIONS:** Juris Doctorate or Master's degree in Public Administration, Public Health, Health Administration, Criminal Justice, Corrections, Sociology, Psychology or a related field or, and a minimum of three (3) years experience in court administration is preferred. Significant knowledge of administrative management, as well as experience in writing grant proposals and monitoring grant programs preferred, contract experience, knowledge of treatment court systems and best practices. Must be at least 21 years of age.