



# Administrative Office of the Courts

## JOB OPPORTUNITY BULLETIN

**STATE-FUNDED POSITION****POSITION TITLE: Drug Court Manager****STARTING SALARY: \$3,964.09/mo.****DEPARTMENT: Court Administration****PAY GRADE: 26 POSITION NUMBER: 22009447****SUMMARY:**

The essential function of the position within the organization is to manage drug court programs. Responsible for case management, developing, implementing & managing drug court programs, budget development; developing grant proposals; supervising staff.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in public or business administration, criminal justice, judicial administration along with four years of related experience and two years of supervisory and budget experience; additional relevant experience may substitute for college education on a year-for-year basis.

**ESSENTIAL DUTIES:**

The Drug Court Manager is supervised by the Trial Court Administrator and works closely under the direction of the Drug Court Judge. The Drug Court Manager oversees the day-to-day operations of the Drug Court Program; coordinates various collaborative court calendars and activities; and supervises the professional and support staff. The Drug Court Manager serves on committees and task forces at the local, state, and national level. Researches and develops funding opportunities for drug court programs; coordinates and manages court-related state and federal grants. Collects and analyzes data of drug court programs and presents results to the Drug Court Judge, Chief Judge, and TCA. Establishes policies and procedures for the Drug Court in accordance with state and federal guidelines; implements and updates the Drug Court program handbook and manuals.

**KNOWLEDGE SKILLS AND ABILITIES:**

The ability to: case manage; maintain records; work with incarcerated substance abuse or co-occurring clients; work collaboratively with other court partners. Able to establish rapport with the Drug Court team; drug court clients and their families; maintain effective working relationships with the Drug Court Judge and Drug Court team. Must possess excellent communication skills; accurate use of the English language and grammar. Must have a demonstrated ability to interact with a diverse set of people in an open and friendly manner.

**HOW TO APPLY:**

Interested parties should electronically submit an application package consisting of a:

- Cover letter
- Resume
- State of Florida Application available at: [www.floridasupremecourt.org/employment/application\\_writeable.pdf](http://www.floridasupremecourt.org/employment/application_writeable.pdf)

The application package must be submitted to: **Chief of Personnel, Tammy Anton**, at [CAD-Recruiting@pbcgov.org](mailto:CAD-Recruiting@pbcgov.org).

**NOTICE:**

Incomplete applications will not be considered. Applications will continue to be received until July 29, 2016 at 4:00 pm. Submission of an application does not guarantee the applicant an interview. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate against any of the protected classes.

**If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Tammy Anton, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled either in-person or telephonic interview; if you are hearing or voice impaired, call "711."**