



POSITION DESCRIPTION

Position: Specialty Courts Coordinator

Department: Intermediate Punishment Program

Reports To: IPP Director

Program Area: Community Corrections

Salary: P&A 06 (\$23.91/hr. Entry - \$33.81)
Full Time (35 Hrs. per week)
Medical/Dental/Vision/Life available
13 Paid Holidays per year
Paid Vacation and Sick Time
County Defined Benefit Pension Plan

Position Summary:

This is a professional level position within the Intermediate Punishment Program operating under the authority of the Mercer County Prison Board. The Specialty Courts Program manages all duties and tasks associated with the Mercer County Treatment Court, Veteran's Court, and Mental Health Court Programs. The Specialty Court Program is designed and expected to maintain the integrity and credibility of the Courts, Prison Board, and the IP Program. Responsibility includes managing the day-to-day activities, scheduling court hearings, and appointments for case management, participant identification and tracking, community resource management and managing grant funding requirements. The coordinator must be familiar with the operation of the criminal justice system, drug and alcohol addiction, and treatment along with case management protocols. The Coordinator must be able to effectively communicate both verbally and in writing with program participants and their families, law enforcement officials, court staff, treatment staff and support agencies. There is an element of risk inherent in working with the offender population. Each Coordinator is expected to supervise a caseload ratio of 25:1.

Essential Duties:

1. Develop, implement, and administer the goals, objectives, and procedures for the Specialty Courts Programs to ensure adherence to program policies and procedures.
2. Become familiar with the Mercer County's Drug Court, Veteran's Court and Mental Health Court Operational Manuals that will include but not be limited to defining the Program's goals/objectives, programmatic rules and progression phases, training requirements, sanctions and incentives, performance measures and processes and operational procedures.
3. Screen and assess all referrals received for the Specialty Courts for eligibility.
4. Obtain participant data and report all data through the PAJCIS and AP system.

5. Responsible for all aspects of supervision of assigned Specialty Courts participants.
6. Assists program participants with the interpretation of Court Orders and their conditions.
7. Conduct visually observed urine screens and maintain chain of custody for all appropriate specimens. Follows Drug Testing Policy collection policies and procedures to maintain the integrity of the specimen in all cases.
8. Maintain records of drug testing in accordance with IP program policy and procedures.
9. Conduct alcohol breath testing using departmental supplied equipment.
10. Attend and participate in all Specialty Courts Hearings, case staffing and related activities.
11. Review alarm summaries submitted by the alcohol monitoring center on a daily basis to include activity summaries and/or breath alcohol test results.
12. Establish partnerships and linkages and maintain open lines of communication with drug and alcohol treatment agencies and mental health treatment providers, the faith-based community, peer specialists, AA/NA groups and grass roots organizations.
13. Properly educates stakeholders and the community on the Specialty Court's mission, goals, and objectives.
14. Conduct office, field, and collateral contacts to ensure offender compliance with program policies and procedures and directives, Court Orders, and their conditions.
15. Responsible for maintaining the PAJCIS participant database and AP database.
16. Investigates alleged violations of conditions governing supervision of the Specialty Courts Program. Complete and issue violation notices to offenders for infractions of program policies and regulations. Inform the Treatment Court, Veteran's Court, and Mental Health Court Teams of all violations of the Specialty Courts Program.
17. Provide written reports regarding participant violations for review by the IP Director and Courts.
18. Effectively carries out the policies and procedures for the Specialty Court Program as established in the Mercer County Drug Court, Veteran's Court, and Mental Health Court Programs.
19. Prepares monthly statistical reports and maintains and provides information for the preparation of such other reports as directed.
20. Performs such other related tasks and duties as maybe requested or assigned by the Court, Drug Court, Veteran's Court and Mental Health Court Steering Committee, Criminal Justice Advisory Board, or IPP Director in support of the Specialty Courts Program.
21. Coordinates treatment for offenders with special needs.
22. Networks with local law enforcement, other court staff, probation/parole departments, drug and alcohol treatment providers, mental health treatment providers, housing providers and other treatment or social agencies that may become involved in the treatment and rehabilitation of the defendants.
23. Prepares recommendations and progress reports to the Court, treatment team, Drug Court, Veteran's Court, and Mental Health Court Steering Committee as required.
24. Provides daily or event occurrence updates of offender progressive records and files to include summarizing offender, collateral, offender employment, treatment, and police contacts as they occur.
25. Coordinate with governmental agencies, service providers and attorneys to provide services for program participants.
26. Research, analyze and evaluate best practices for Drug Court Programs as established by the National Association of Drug Court Professionals and PCCD.

Other Job Duties:

1. Attends trainings, meetings and seminars as required or requested.
2. Coordinates training and training related travel for the Specialty Courts Team.

3. Research, analyze and evaluate best practices for Drug Court Programs as established by the National Association of Drug Court Professionals and PCCD.
4. Develop and manage all grant proposals on behalf of the Specialty Courts to maintain/increase funding and access to treatment services program participants. This would include developing partnerships with community agencies where applicable to develop grant applications to serve the best interests of the partnering agencies and the Specialty Courts Program.
5. Prepares the annual Veterans Court report.
6. Ensures the Veterans Court facilities is a clean and safe environment for all veterans, team members, and any visitors.
7. Processes all forms as required and updates and maintains all databases on a daily basis. The AOPC supplied database is mandated for all specialty courts across the Commonwealth is a highly detailed, labor-intensive, complex information gathering system.
8. Attends regular seminars and conferences for specialty courts professionals.

Supervision Received:

The Specialty Courts Coordinator receives instruction and supervision from the Court, Drug, Veteran's Court and Mental Health Court Steering Committee, Mercer County Prison Board and/or IPP Director in regard to daily work duties.

Supervision Given:

None.

Qualifications:

A. Education/Training:

1. Minimum of a bachelor's degree in social work, psychology, sociology, criminology or related field.
2. Working in the Criminal Justice System and/or Human Services with substantial exposure to the substance abuse and/or mental health fields.
3. Ability to pass certification training as required and updating of specialized skills to include specialized training programs including self defense, TASER, and weapons of self defense.
4. Ability to learn and understand practices and procedures for the operation of the Drug Court Program.
5. Must be able to successfully complete training in Motivational Interviewing, LS/CMI, Drug Court Team Training on the Drug Court Model, PAJCIS System, AP database, and drug testing protocols.
6. Grant writing experience is beneficial.
7. Federal Criminal History, Pennsylvania Criminal Background and Pennsylvania Child Abuse History clearances are required.

B. Work experience:

1. 3-5 years' work experience is preferred.

Knowledge, Skills and Abilities Required:

1. Must be able to read, write, speak, and understand the English language in an understandable manner in order to carry out the essential job functions.
2. Must possess excellent communication and interpersonal skills.

3. Must possess initiative and problem-solving skills.
4. Must possess the ability to function independently, have flexibility and the ability to work effectively with co-workers and staff.
5. Must possess knowledge of criminal justice system and drug and alcohol addiction.
6. Must possess the ability to maintain confidentiality in regard to offender information and records.
7. Proficient with Windows Office (Word and Excel) and database input and report writing.
8. Must be able to type at least 45 words per minutes.
9. Must possess the willingness to travel as needed to carry out the essential job duties.
10. Must possess the ability to make independent decisions when circumstances warrant such action.
11. Must be able to maintain accurate statistics and records in computer and in files and to provide required reports in a timely manner.
12. Must possess the knowledge of ability to screen offenders and place them into appropriate programs.
13. Must possess a valid driver's license.
14. Must be competent to be able to complete certification for drug testing.
15. Ability to work within the Court of Common Pleas and Criminal Justice Advisory Board as part of the Criminal Justice Team.
16. Must have the flexibility to respond to situations and tasks that fall outside of typical weekday work hours.
17. Plans and executes graduation ceremonies for all Specialty Courts.

Working Conditions:

1. Works indoors in adequate workspace with adequate temperatures, ventilation, and lighting.
2. Moderate exposure to stress and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Works in conditions of potential outbursts or disruptive behavior of defendants.
5. Travels during all seasons and is exposed to outdoor elements including snowy, icy roadways.
6. Conducts field contacts with offenders.
7. Potential exposure to infectious diseases during urinalysis and contacts.

This position works both in the office and community setting in the supervision of criminal offenders. Proper offender supervision includes potential hazards dealing with potentially violent, drugged, and offensive persons including the offender, their family, and friends in sometimes hostile environments.

Physical and Mental Conditions:

1. Must possess the ability to record, convey and present information, explain procedures, and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, and reaching, as necessary to carry out job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs; torso necessary to carry out duties of job.
4. Sedentary work that may incur occasional lifting/carrying objects with a maximum weight of thirty pounds.
5. Must be able to cope with the physical and mental stress of the position.
6. Must be able to react quickly physically and mentally in the event of a disturbance or physical outbreak.

This position requires the individual to be capable of actively participating in self defense training which may involve lifting, throwing, running, tumbling and utilize weapons of self-defense.

How To Apply:

Please send the standard County application, letter of interest, salary history, resume, and three references to the following:

Mercer County Human Resources Dept.
17 Courthouse
Mercer, PA 16137

Copies of College transcripts and clearances will be required upon interview.

Deadline to Apply: August 15, 2025