**Model Job Description for an ADA Coordinator**

The ADA Coordinator is responsible for coordinating the efforts of the court program to comply with Title II and investigating any complaints that the entity has violated Title II.

***Duties of an ADA Coordinator***

* Interpret and apply federal and state laws regarding equal access for people with disabilities.
* Monitor and ensure the court’s compliance with state and federal disability laws.
* Develop and maintain relationships with local disability advocacy groups and the local disability community.
* Monitor and improve the physical, electronic and programmatic access to the court and its services.
* Provide guidance to staff regarding issues relating to disabilities and accommodation.
* Develop and manage budget for improvement of provision of accommodation, staff training and other improvements.
* Receive and process accommodation requests.

***Preferred Skills:***

* Familiarity with court structure, programs and employees.
* Ability to learn about ADA and other laws addressing the rights of people with disabilities, such as Section 504 of the Rehabilitation Act, 29 U.S.C. § 794.
* Ability to work cooperatively with court employees and people with disabilities.
* Familiarity with local disability groups.
* Organizational and analytical skills.

***Preferred Experience:***

* Experience with people with a broad range of disabilities.