



KITSAP COUNTY
invites applications for the position of:

DRUG COURT (TREATMENT) COMPLIANCE SPECIALIST

SALARY: \$19.64 - \$25.06 Hourly
\$40,851.20 - \$52,124.80 Annually

OPENING DATE: 12/18/13

CLOSING DATE: 01/13/14 11:59 PM

GENERAL STATEMENT:

Under the direction of the assigned supervisor, the incumbent is responsible for monitoring participant compliance with all policies, procedures and requirements set out in the Treatment Court programs (e.g., Adult Drug Court, Veterans Court, and/or Family Dependency Drug Court). In addition, other duties may include periodic documentation of behavior which may affect the legal status of participants; gathering data to assist the Treatment Court team(s) in evaluating participant progress; on-going liaison with multiple agencies to assist participants in meeting program guidelines; and, ongoing intervention to provide direction, coordination and alternatives to the participants' present and changing behaviors.

Distinguishing Characteristics

The Treatment Court Compliance Specialist is a stand-alone classification utilized in Superior Court. This classification is distinguished from other classifications by specialized work focused on working with assigned Treatment Court team(s) and monitoring participant compliance with requirements of the Treatment Court programs. Work requires the exercise of independent judgment and initiative within departmental policies, as well as regular interaction and integration with representatives in the other departments and agencies. Work is reviewed and evaluated through meetings, reports and results obtained.

QUALIFICATIONS FOR PERFORMANCE OF THE ESSENTIAL FUNCTIONS:

Required Education and Experience

- Four years progressively responsible work experience in social work, court services, probation or counseling, or a Bachelor's degree in behavioral sciences, criminal justice or a related field; OR
- Any equivalent combination of related education, training and experience which provides the applicant with the desired skills, knowledge and abilities required to perform the work.
- Data entry, word processing and spreadsheet experience using Microsoft Word and Microsoft Excel is required.

Preferred Education, Experience or Other Qualifications

- Previous experience working in courts, law enforcement or in a criminal justice environment and work experience with individuals in substance abuse recovery.

Required Licenses, Certificates, Examinations/Tests and Other Requirements

Please note: *The incumbent is responsible for obtaining and maintaining all of the following required licenses, certifications and other requirements.*

Prior to employment the successful candidate must:

- Pass a criminal background check through law enforcement agencies.
- Submit official transcripts from an accredited college or university if education is being used to meet the minimum qualifications.
- Submit a copy of their State employment driving record abstract to verify their eligibility to drive for Kitsap County.
- Pass all job-related examinations/tests necessary to demonstrate required knowledge, skills and abilities, as determined by the hiring authority at time of job posting.
- Provide references that demonstrate reliability, a good attendance record and a positive work ethic/attitude.

At time of appointment the successful candidate must:

(Evidence of ability to obtain these by appointment may be required at any time in the selection process.)

- Valid Washington State driver's license.
- Appropriate amount of automobile insurance.
- Ability to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business.

Required Knowledge, Skills and Abilities

Knowledge of:

- Criminal Justice system, including court rules and procedures as related to Treatment Courts.
- Available community resources and agencies.
- Computer information systems related to area of assignment.
- Database operations and report writing.
- Microsoft products specifically Word and Excel.
- Methods and techniques of research and analysis.
- Pertinent Federal, State and local statutes, codes and regulations applicable to the Treatment Courts.
- Modern office procedures.
- Relevant treatment services and public systems regarding chemically dependant participants and the support used by public clients including outpatient and inpatient treatment services.

Skills/Ability to:

- Appear for scheduled work with regular, reliable and punctual attendance.
- Effectively plan and organize a heavy workload and complete tasks within prescribed timeframes.
- Read, interpret, and apply work-related laws, codes, ordinances and other regulations and guidelines governing work assignments.
- Conduct effective investigations, analyze findings, and prepare recommendations for the Court.
- Communicate detailed information and recommendations effectively, both orally and in writing.
- Establish and maintain effective working relationships, using tact, patience and courtesy, with participants and their families, attorneys, law enforcement personnel, other agencies, Treatment Court team members, and the general public.

- Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web based systems for entering, retrieving and researching data and records.
- Prepare detailed and summary reports.
- Coordinate the activities of the assigned Treatment Courts.
- Develop policies and procedures in coordination with assigned Treatment Court teams.
- Work over 40 hours in a workweek as required.
- Work outside of the normally scheduled work day (including non-sequential days and hours); weekdays, weekends, holidays and evening/night hours as determined by participant availability, work projects and special projects as assigned.

Working Conditions/Physical Activities

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Positions in this class typically require:

- Work is performed in an office environment with off-site visits to different locations to make unannounced participant visits.
- Potentially hazardous conditions may be present when driving/traveling to off-site locations in a variety of environments and weather conditions, or when exposed to highly emotional, unstable or hostile individuals in stressful situations.
- Requires clear speaking and adequate hearing sufficient to communicate effectively and respond appropriately both in-person and on the telephone.
- Positions in this class typically require: reaching, handling/grasping documents, sitting for extended periods of time, walking and standing for short periods, vision sufficient to observe the behavior of program participants, read source materials and computer screen data, repetitive motions/manual dexterity for computer use and completion of required logs/reports.
- Requires exertion of force of 25 pounds occasionally and/or 10 pounds frequently to lift/carry/move objects, files, and other materials.

Incumbents may be:

- Exposed to potentially hazardous conditions when violent or hostile individuals.

ILLUSTRATIVE EXAMPLE OF DUTIES:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions:

- Ensure participant compliance with guidelines and individual requirements imposed in the assigned Treatment Court program.
- Enforce all program rules with participants and report any violations to the Court through the Treatment Court team.
- Assist participants to comply with the unique requirements established by the Treatment Court judge. Identify and, with each participant, address any other pending arrest warrants, legal financial obligations (LFO's), and/or suspended or revoked driving privileges.
- Monitor participant interaction with other governing departments and agencies (WA State Patrol, Department of Transportation, Clerk's Office, other courts).
- Supervise Treatment Court participants and hold participants accountable for Court-sanctioned behavior. Make ongoing, periodic contact with participants at their homes, places of employment and any other location where participants

are obligated to be present.

- Conduct regularly-scheduled participant interviews.
- Give instruction on all program rules and expectations.
- Prepare and present progress and/or non-compliance reports weekly regarding individual compliance by Treatment Court participants.
- Present written and oral reports to the appropriate Treatment Court team(s) regarding participant progress and compliance.
- Recommend whether or not participants should continue in the assigned Treatment Court program.
- Regularly meet with the appropriate Treatment Court team(s) and make recommendations on possible, alternative plans of action.
- Suggest/offer services and resources that support successful participant rehabilitation and compliance.
- Meet with assigned Treatment Court participants.
- Make unannounced and/or unscheduled calls, either alone or in coordination with other Treatment Court professionals, on Treatment Court participants.
- Arrange transportation for participants who are engaged in unlawful or sanctionable behavior in the community.
- Work directly in consultation with assigned Sheriff's Department personnel.
- Establish and maintain effective working relationships with Treatment Court participants and their support systems, attorneys, and law enforcement personnel, other agencies, co-workers and the general public.
- Work closely with treatment agencies and other community resources to monitor programs and assess participants' compliance with treatment plans.
- Encourage and monitor participant compliance in the payment of treatment fees and Treatment Court participation fees.
- Administer, including observation when appropriate, drug testing, including urine (UA), sweat patches, oral swabs or other approved techniques, according to applicable Treatment Court policy.
- Provide results promptly and accurately to the Treatment Court Manager and/or appropriate Treatment Court team.
- Coordinate special events, services, programs, projects or activities with Treatment Court participants that promote healthy and positive life-skills and/or reward participants for compliant and progressive behaviors.
- Encourage/motivate positive behaviors and promote compliance with all program requirements.
- Compile, analyze and maintain complete, accurate and timely records of contact and information obtained relative to each participant.
- Update records in a timely manner.
- Research available grants.
- Apply and write grant proposals under the direction of the Treatment Court Manager and/or Superior Court Administrator.

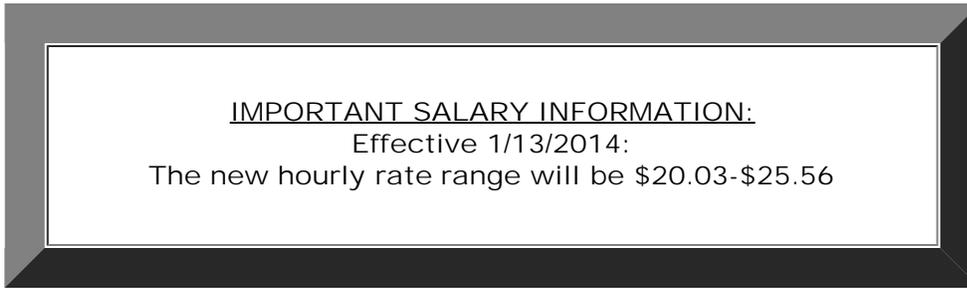
Other Job Duties:

- Provide courtroom testimony as required. Perform other related duties as required.

OTHER POSITION RELATED INFORMATION:

Positions in the classification are:

- Classified as eligible for overtime under the Fair Labor Standards Act (FLSA)
- Non-represented and covered under the Kitsap County Personnel Manual.
- This is an "at will" appointed position. An "at will" employee's continued employment with the County is at the discretion of the Superior Court Administrator and Presiding Superior Court Judge and may have their appointment revoked at any time with or without cause and without right to appeal.



APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kitsapgov.com>

Position #2013-00328
DRUG COURT (TREATMENT) COMPLIANCE SPECIALIST
CM

614 Division St, MS#23
Port Orchard, WA 98366
360.337.7185

DRUG COURT (TREATMENT) COMPLIANCE SPECIALIST Supplemental Questionnaire

- * 1. (REQ-1) I certify that I have read the complete job classification for this position and I am able to perform the essential functions of this position, with or without reasonable accommodations.
 YES
 NO
- * 2. (REQ-2) I understand that all related experience must be listed under the Work Experience section of this application and that it must include a detailed explanation of my roles and responsibilities at each relevant employer. I also understand that resumes are not rated or reviewed for minimum and preferred qualifications and that an incomplete application or lack of details will disqualify my application. (Please note: The quality and completeness of the application will be considered in determining whether applicants will move to the next phase of the screening.)
 YES
 NO
- * 3. (DRA-01) Do you have a valid driver's license? NOTE: You must possess a valid Washington State Driver's License by the time of appointment. (Required per the Fleet Risk Control Policy.)
 Yes
 No
- * 4. (DRA-02) Have you had your license for at least one year? (Required per the Fleet Risk Control Policy.)
 Yes
 No
- * 5. (DRA-03) Are you at least 18 years old? (Required per the Fleet Risk Control Policy.)
 Yes
 No
- * 6. (DRA-04) Has your driver's license been suspended for any reason in the last 3 years?
 Yes
 No
- * 7. (DRA-05) Has your driver's license been suspended for any reason more than once in the

last 5 years?

Yes

No

- * 8. (DRA-06) Has your driver's license been revoked in the last 5 years?
 Yes
 No
- * 9. (DRA-07) Have you been convicted once in the last 3 years, or twice in the last 5 years for reckless driving or other similar offenses (e.g. careless driving)?
 Yes
 No
- * 10. (DRA-08) Have you been convicted in the last 5 years for any driving offense involving the use of drugs, alcohol or any controlled substances?
 Yes
 No
- * 11. (DRA-09) Have you been convicted in the last 5 years for a hit-and-run offense involving bodily injury or reportable property damage?
 Yes
 No
- * 12. (DRA-10) Have you been found at-fault for two or more accidents in the last five years, or found at-fault in any accident in the last five years resulting in a fatality?
 Yes
 No
- 13. (DRA-11) Your driving record for the last 5 years will be reviewed. Please list all traffic violations for the last 5 years below. Exclude any parking violations or photo enforcement tickets. Include in your response the type of citation, date of citation and disposition.
- 14. (DRA-12) Please list all pending driving related charges. Exclude any parking violations or photo enforcement tickets. Include in your response the type of citation, date of citation and disposition.
- * 15. (DRA-13) I understand depending upon my answers to the above driving related questions and after a review of my driving record I may be disqualified for this position. I also understand that I will be required to provide a copy of my Employment Driving Record prior to appointment for verification of a safe driving record.
 YES
 NO
- * 16. (DrugCrt) Select how you meet the minimum qualifications for this position:
 Master's degree in behavioral sciences, criminal justice or related field
 Bachelor's degree in behavioral sciences, criminal justice or related field.
 Two years (or more) of experience in social work, court services, probation or counseling AND an Associates degree in behavioral sciences, criminal justice or related field.
 Four years (or more) of experience in social work, court services, probation or counseling.
 Bachelor's (or Master's) degree in behavioral sciences, criminal justice or related field AND at least one or more years of experience in social work, court services, probation or counseling.
- * 17. Describe your experience working in courts, law enforcement or in a criminal justice

environment working with individuals in substance abuse and recovery?

* 18. Select all of the Microsoft Office software products that you are proficient in utilizing in the work environment:

- Microsoft Word or WordPerfect
- Microsoft Excel
- Microsoft Outlook
- Microsoft Access
- None of the above

* Required Question