

ARIZONA SUPERIOR COURT IN PIMA COUNTY

PIMA COUNTY JUVENILE COURT Description



Job Title: Disproportionate Minority Contact/Juvenile Detention Alternatives/Model Delinquency Court Coordinator
Job Code: 8006
Pay Grade: 65
FLSA: Exempt

PURPOSE:

Under the direct supervision of the Juvenile Court Administrator, the Disproportionate Minority Contact/Juvenile Detention Alternatives/Model Delinquency Court Coordinator will coordinate and oversee all aspects of Pima County Juvenile Court's Disproportionate Minority Contact/Juvenile Detention Alternatives/Model Delinquency Court Initiatives, which includes working with the Disproportionate Minority Contact/Juvenile Detention Alternatives Initiative/Model Delinquency Court Executive Committee (Executive Committee) to develop and implement the goals and objectives of the initiatives, promote working alliances between judges, prosecutors, defense counsel, law enforcement, probation, detention, service providers, and the community, and serve as a liaison between the Executive Committee, Pima County Juvenile Court Center (PCJCC), The W. Haywood Burns Institute, the National Council of Juvenile and Family Court Judges, and the Annie E. Casey Foundation. The incumbent will be expected to devote his or her efforts to working with Court Administration, the Judiciary, and the Executive Committee and other stakeholders, and to program development and implementation.

Essential Functions:

- Oversees and promotes all aspects of the Court's Disproportionate Minority Contact/Juvenile Detention Alternatives/ Model Delinquency Court Initiatives.
- Serves as a liaison between the Executive Committee and PCJCC, between PCJCC and the W. Burns Institute, the National Council of Juvenile and Family Court Judges, and Annie E. Casey Foundation.
- Establishes and maintains a positive and effective working relationship with community members to promote and implement DMC/JDAI/MDC programs
- Establishes and maintains an active and effective working relationship with the Judiciary, probation, detention and other divisions within the PCJCC.
- Provides training to internal PCJCC staff and external stakeholders relating to the Disproportionate Minority Contact/Juvenile Detention Alternatives/Model Delinquency Court initiatives.
- Assists the Judiciary, Court Administration, and Executive Committee in developing goals and objectives and in developing and implementing policy.
- Supports the Judiciary, Court Administration, and Executive Committee membership by participating in meetings and related activities.
- Coordinates Executive Committee meetings.
- Coordinates and facilitates work groups to accomplish goals and objectives.
- Oversees the development and implementation of Disproportionate Minority Contact/Juvenile Detention Alternatives/ Model Delinquency Court programs, in conjunction with Judicial officers, Court Administration, and the Executive Committee.
- Coordinates tracking and collection of relevant data for analysis.
- Analyzes relevant data and draft reports to appropriate parties.

- Conducts research into appropriate detention alternatives, Model Delinquency Court, and DMC.
- Presents reports, data, and other information at public meetings, PCJCC meetings, media, and other forums.
- Maintains contact with the Executive Committee, Court Administration and Judicial officers between meetings and follows up on requests from Executive Committee and PCJCC.
- Develops and manages the Disproportionate Minority Contact/Juvenile Detention Alternatives/ Model Delinquency Court Initiative budgets.
- Manages Disproportionate Minority Contact/Juvenile Detention Alternatives/ Model Delinquency Court Initiative related grants and related contracts.
- Assists PCJCC and Executive Committee to identify potential funding sources for Juvenile Detention Alternatives Initiative, Model Delinquency Court and DMC programs.
- Attends Juvenile Detention Alternatives Initiative or DMC conferences, as requested.
- May supervise, train, and evaluate the performance of assigned staff.
- Performs related projects and duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

- Principles and practices of the Juvenile Justice System;
- Court center operations;
- Juvenile Court procedures and policies;
- Juvenile detention practices, processes and procedures;
- Juvenile probation practices, processes and procedures;
- Cultural, societal, and systemic issues impacting juvenile delinquency, such as substance abuse, domestic violence, and mental health issues;
- Program development;
- Principles and practices of the Model Delinquency Court;
- Principles and practices of program administration, program management, budget administration, organizational theory, and strategic planning;
- Disproportionate Minority Contact (DMC);
- Data collection and analysis, research, and program evaluation techniques;
- Capabilities and use of automated computer based software.

Skill in:

- Dealing effectively with a wide range of stakeholders;
- Working independently;
- Interacting effectively in a team-oriented environment;
- Critical thinking and applying critical thinking theory;
- Communicating effectively, both orally and in writing;
- Data interpretation and analysis;
- Formulating solutions to all types of operational problems;
- Coordinating and prioritizing multiple tasks, projects, and program activities;
- Analyzing and evaluating compiled data, reports, processes and information, and making recommendations;
- Use of automated information systems to develop and maintain databases, spreadsheets, and Word processing programs.

MINIMUM QUALIFICATIONS:

A Bachelor’s degree in social sciences, liberal arts, or a related field and a minimum of five years of substantive, professional-level juvenile justice experience, with a minimum of one year of experience in both program development/project management and facilitation of multi-disciplinary planning or workgroups.

LICENSES AND CERTIFICATES:

A valid Arizona Driver’s License is required at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less. This position will require extensive local travel and may require attendance at evening and/or weekend events and meetings.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Juvenile Court Administrator. This position performs duties under limited supervision and may direct professional and administrative support staff.

Date: 10/20/04
Revised: 07/2005; 05/26/10

Approved by:	_____	_____
	Hiring Authority	Date
	_____	_____
	Deputy Director, Human Resources	Date