

DRUG COURT MANAGER 7650

Distinguishing Characteristics of Work

This is a highly, professional position which supports the trial court in the design, development, implementation, and continual coordination of treatment-based drug court(s). This position, while maintaining a high degree of independence and accountability for instituting and evaluating drug court concepts, will report to and work closely with the Criminal Division Director.

Education and Training Guidelines

Graduation from an accredited four year college or university with major course work in judicial administration, public administration, business administration, or criminology, or a related social science, and five years of experience in court administration, executive management, or budget and fiscal planning, two years of which were in a supervisory or program management position.

A master's degree in an area above may substitute for one year of the non-supervisory experience.

Graduation from an accredited law school may substitute for two years of the non-supervisory experience.

Knowledge, Skills, and Abilities

Knowledge of the Florida State Courts System, including the Appellate or Trial Court process and the criminal justice system. Knowledge of the principles of public, business, or personnel administration. Ability to conduct legal employment interviews. Ability to work independently. Ability to communicate effectively. Ability to establish work priorities. Ability to research, recommend and implement improvements to court operations, programs, and services. Ability to analyze statistical data concerning court management, jury management, caseload, inmate population and other court programs. Ability to prepare and present comprehensive reports to a variety of individuals including judges, state courts system managers, elected county officials, and other law enforcement officials.

Effective: March, 2007