

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: DRUG COURT ASSISTANT DIRECTOR**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial and administrative work associated with assisting in overseeing operations of the Drug Court Program and coordinating activities between the Drug Court and individuals on court probation. Duties and responsibilities include assisting in directing and coordinating departmental work activities, supervising a caseload of adults on probation to ensure they follow probationary rules and court orders, monitoring progress during probation, performing crisis intervention, preparing recommendations and referrals, assisting with preparation of departmental budget when director is absent, preparing reports and maintaining records, and providing information and assistance. Reports to Drug Court Director.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Assists in planning, organizing, and directing operations and activities of the Drug Court.

Supervises and monitors a caseload of up to twenty adults placed on court probation to ensure adherence with rules of probation and orders of the Drug Court.

Conducts daily group and/or individual meetings with individuals assigned to caseload.

Communicates with director, employees, other departments, county officials, law enforcement personnel, judges, court officials, lawyers, therapists, victims, school officials, the public, outside agencies, and other individuals as needed regarding probation activities or to coordinate work activities, review status of work, exchange information, or resolve problems.

Assists in ensuring compliance with all applicable laws, ordinances, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Participates in community outreach activities with outside employers, employment agencies, service companies, and housing agencies to aid in finding work and living accommodations for participants in the Drug Court Program.

Assists in preparing recommendations concerning participants appearing or reappearing in court; prepares and executes referrals to other agencies for services needed by the participants and occasionally their families

Attends Drug Court as scheduled and participates in the Review Team process before Drug Court.

Maintains a comprehensive, current knowledge of laws/regulations pertaining to criminal behavior and addiction; maintains professional affiliations; participates in continuing education activities; attends workshops and training sessions as appropriate.

Prepares, transcribes, or completes various forms, reports, correspondence, logs, grant proposals, or other documents

## **Rutherford County, Tennessee • Drug Court Assistant Director**

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Receives various forms, reports, correspondence, petitions, budget reports, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, or other software programs.

Answers incoming telephone calls; provides information and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary.

### **ADDITIONAL FUNCTIONS**

Supervises, directs, and evaluates assigned staff in director's absence.

Assists in the coordination of daily work activities director's absence.

Assists in preparing departmental budget; monitors expenditures in absence of director to ensure compliance with approved budget.

Receives payments for court costs, fines, and program fees, when necessary.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Social Work, Psychology, Business Administration, Public Administration, Health Administration, Criminal Justice or closely related field; supplemented by two (2) years previous experience and/or training involving criminal behavior and addiction; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards or violence.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** Leading group, walking to and from the judicial building

**Surface:** carpet, concrete

**Estimated Total Hours:** 1-2 **Maximum Continuous Time:** 2

**2. SITTING**

**Tasks:** Counseling, paperwork, computer, planning

**Estimated Total Hours:** 6.5 **Maximum Continuous Time:** 4

**3. CLIMBING**

**Tasks:** stairs – 4 flights

**Frequency:** one to two times a week

**4. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>96</u> % of time
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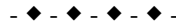
Outside	4 % of time
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5. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

6. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp		X	
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		Daily



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date