

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: DRUG COURT CASE MONITOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform specialized / administrative work associated with coordinating activities between the Drug Court and participants in the Drug Court Program. Duties and responsibilities include supervising adults on probation to ensure they follow probationary rules and court orders, monitoring progress during probation, meeting with participants in their homes, conducting drug screenings, providing 24 hour crisis support, preparing recommendations, reports and maintaining records, answering the telephone and providing information, and performing other tasks as assigned. Reports to Drug Court Coordinator.

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.

Supervises adults placed in the Drug Court Program to ensure adherence with rules of probation and orders of the Court.

Conducts home visits to monitor participant progress in Drug Court Program.

Verifies information given by participants with regards to employment, current place of residence, and other information deemed necessary by the Courts.

Conducts initial assessments on potential Drug Court Program participants.

Operates a computer to electronically monitor/track, run reports, and receive information on participants prohibited from using alcohol.

Prepares recommendations concerning participants appearing or reappearing in court.

Maintains records on participant activities.

Conducts drug screens; fills out all necessary paperwork assigned for the Drug Court Program.

Attends Drug, DUI, and Family Courts as scheduled and participates in the Review Team process before meeting with Courts.

Provides support and crisis intervention as needed, 24 hours a day, 7 days a week.

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

Receives various forms, reports, correspondence, 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, or other software programs.

Rutherford County, Tennessee • Drug Court Case Monitor

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

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

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

Operates a motor vehicle to conduct work activities.

ADDITIONAL FUNCTIONS

Coordinates activities regarding participants with law enforcement officials, as needed.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree in Social Work, Psychology or closely related field; supplemented by 6 months previous experience and/or training involving addiction and criminal behavior; 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 review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

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 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. SITTING

Tasks: Counseling, paperwork/computer, planning tx, driving to participant housing, etc
Estimated Total Hours: 7.5 **Maximum Continuous Time:** 1-2

2. 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>70</u> % of time
Outside	<u>30</u> % of time

3. 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

4. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Drug screening kit, breathalyzer, computer, printer/copy/fax, ASI, CESI, phone, car

5. HAND USE

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

- ♦ - ♦ - ♦ - ♦ -

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.

Employee's Signature

Supervisor's Signature

Date

Date