DRUG COURT COORDINATOR

Grade 26
Salary Range: $59,345-$98,513
Closing Date: Until Filled

Full-time position available at the Circuit Court for Montgomery County, Maryland.

Job Description
The Drug Court Coordinator is responsible for the planning, development, management and coordination of the Adult and Juvenile Drug Treatment Courts. The Coordinator provides management oversight and monitors daily operations of the drug treatment courts. The incumbent reports to the Court Administrator and is responsible to the acting Drug Court Judges and/or Judicial Officers.

Please visit http://www.montgomerycountymd.gov/content/circuitcourt/index.asp for a more detailed job description for this position.

Job Requirements
- B.S. or B.A. degree in public or court administration, public health, health administration, criminal justice, sociology, social work psychology or related field from an accredited university with three (3) years of experience working in an environment dealing with addictions, treatment, monitoring or counseling.
- Five (5) years of progressively responsible or professional experience in organizational management/development for a mid-size culturally competent organization.
- An equivalent combination of education and experience may be substituted.
- The incumbent must have extensive experience and an in depth understanding of the operations of a court system of general jurisdiction.
- Ability to apply statutory requirements and possession of a working knowledge of the Maryland Rules of Procedure is mandatory.
- Superior writing skills and command of English is essential.
- Excellent oral communication skills and an even temperament are high priority considerations for this position.
- Standard work hours are 8:00 a.m. to 5:00 p.m., with flexibility to accommodate early or late hearings and/or meetings.

Please send writing sample, salary requirements and resume to:
Administration
Circuit Court for Montgomery County
50 Maryland Avenue, Suite 301
Rockville, Maryland 20850