TITLE: DRUG TREATMENT COURT SPECIALIST
POSITION NUMBER: 6000-5277
SALARY RANGE: $49,608 - $66,051
LOCATION: DTC Administration, Court Programs Division (Raleigh)
POSITION TYPE: Permanent Full-time

DESCRIPTION OF WORK: Duties include providing technical assistance regarding the operation and management of adult, family, and youth drug treatment courts across the state. This position interprets rules, regulations, policy and legislation for local programs. This person will assist in planning and implementing new drug treatment courts across the state including providing training to local staff, core teams, and local management committee members on substance abuse and mental health treatment, person-centered plans, problem-solving courts and related issues. Experience in implementing best practices based on research for adult and juvenile offenders and parent respondents in abuse and neglect cases, substance abuse and mental health assessment and treatment, community-based holistic case planning, management and program startup and coordination is desired. This person will represent the DTC manager whenever needed and will attend meetings and official functions.

KNOWLEDGE, SKILLS & ABILITIES: Knowledge of: court operations and processes to develop plans and programs to improve the court system; civil and criminal court procedures to develop training programs for court officials; legislative processes to evaluate and advise on proposals that may affect the court operations and judicial system.; program development, implementation and support for specific specialized court programs and services Skills in: organizational and program development, training court officials and court staff, negotiating the development of new specialized court programs and services between the AOC, trial court judges, and other agency representatives, time management, multi-tasking in administration Ability to: analyze and document complex systems for new court service programs, assume leadership role for new projects and programs, make oral and written reports and presentations, interact over a wide range of open ended issues with elected and appointed officials at the highest levels of state and local governments, plan and implement standards, guidelines and best practices for specialized court programs and services, articulate program/service purposes and benefits, write reports, policies, and procedures, and travel on a frequent basis.

BASIC QUALIFICATION REQUIREMENTS: Bachelor’s degree in court administration, public administration, human services, political science or business administration and three years of experience in court or related program administration; or a masters degree in court administration, human services or public administration and one year of experience in court administration or related program administration; and any additional requirements set forth in Article 7A-494 of the General Statutes if applicable to the position; or an equivalent combination of education and experience; and a valid NC drivers license.

HOW TO APPLY: Email a Judicial Branch Application for Employment (Form AOC-A-133), cover letter, resume, and brief professional writing sample to: Barbara.Inabinett@AOC.nccourts.org Include the application number in the subject line of the email. In addition please mail a hard copy of the application materials to the address below. See: WWW.NCCOURTS.ORG for applications.

CONTACT: Drug Treatment Court Program Post Office Box 2448 Raleigh, NC 27602

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M. ON NOVEMBER 20, 2009

AN EQUAL OPPORTUNITY EMPLOYER

For other employment opportunities with North Carolina State Government see: www.osp.state.nc.us/jobs
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