

POSITION OPENING

DEPARTMENT: Kane County Judiciary

TITLE: Drug Rehabilitation Court Coordinator

RESPONSIBLE TO: Director of Court Services

RESPONSIBLE FOR: Coordination of Drug Court Program activities; Community liaison duties; Community development and defendant brokering; Maintaining records; coordinating extracurricular defendant activities; Responsible for service delivery within departmental and statutory guidelines designed to enhance public safety.

DUTIES INCLUDE: Writes grant proposals, prepares budget, acts as liaison to community agencies, facilitates community presentations, implements and maintains data collection system, leads in development and implementation of Drug Rehabilitation Court strategies and policy, aids in development and updating of the Drug Rehabilitation Court website, coordinates recreational/social activities for DRC offenders and staff, maintains awareness of current developments in Drug Court issues.

MINIMUM QUALIFICATIONS: A bachelor's degree is required, preferably in criminal justice, social work or education. Master's degree preferred.

GENERAL EMPLOYMENT QUALIFICATIONS: In addition to the minimum educational requirements, successful applicant will have demonstrated ability in following:

- * *Oral/Written Communication Skills*
- * *Interpersonal Sensitivity*
- * *Planning/Organizing*
- * *Problem Analysis*
- * *Judgment*
- * *Oral Fact Finding*

NOTICE TO APPLICANTS: Applicants will be subject to a criminal history background check before an offer of employment is made.

STARTING DATE: To Be Determined

STARTING SALARY: \$50,433 annually, commensurate with experience in the Probation Field.

APPLICATION DEADLINE: February 10, 2023 @ 5:00p.m.

APPLICATION PROCESS: Letters of application and resumes accepted by:

Kerri Brummel, Administrative Assistant
Court Services
Kane County Judicial Center
37W777 Rt. 38, Suite 150
St. Charles, Illinois 60175

Applicants need to be on the state approval promotion's list.

"EEO Employer / Program. Auxiliary aids are available to individuals with disabilities upon request"