

94th DISTRICT COURT - JOB DESCRIPTION

JOB TITLE: Court Services Liaison

JOB CODE:

Non-Exempt

DEPARTMENT: 94th District Court

GENERAL SUMMARY

Under the supervision of the District Court Judge and the District Court Administrator, the Court Services Liaison will provide a direct network of service to clientele of the 94th District Court. The Court Services Liaison will be responsible for service delivery to offenders within departmental and statutory guidelines. The Court Services Liaison will be responsible for the achievement of departmental objectives, as well as ensuring high quality and cost effective service delivery systems. The Court Services Liaison performs special projects as directed by the District Court Judge.

****This position is grant funded; therefore, employment is contingent upon grant approval.**

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Monitors community service conditions of defendants as set forth by the 94th District Court and reports any violations to the court.
2. Supervise and counsel defendants placed under their supervision for community service in order to achieve successful completion of court ordered terms while in drug court.
3. Prepares and coordinates all information relative to the defendants' case in order to provide factual information in a timely and accurate manner for the court when called upon to testify.
4. Maintains Face-to-Face contact per supervision level established.
5. Develop, review, and modify case plan information regarding to community service as deemed appropriate.
6. Maintains an accurate and timely historical record of all information related to community service cases under their supervision.
7. Refers defendants to community social service agencies and advocates for necessary services from the agencies.
8. Refers, in a timely and appropriate manner, all appropriate cases to community agencies and monitors progress through regular contact with said agency.
9. Complies with all statutory regulations with case management and adheres to all departmental policies.
10. Develops and maintains positive working relationships with allied agencies and other interested groups within the community.
11. Assesses on a continuous basis methods to improve service delivery.
12. Will attend meetings, court, and staffing as ordered by the court and/or management.
13. Adhere to all County and District Court policy and procedures.
14. Performs special projects and responsible for successful completion of directives as specified by the District Court Judge/management.
16. When participant needs cannot be adequately met by existing community resources, the court services liaison advocates for expansion or creation of services and assists in marshalling resources to fill the identified service gaps.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Knowledge, skills, and abilities acquired through the completion of a Bachelor's Degree from an accredited college or university.
2. Must possess writing skills necessary to complete reports for use by the Court and other professionals.
3. Must possess all communication and negotiation skills necessary to elicit information from probationers as well as communicate needs of minors to other service providers.
4. Requires interpersonal sensitivity to cultural and environmental differences found in defendants from a variety of caseload population as well as the work culture.
5. Requires planning, organizational, and time management skills necessary to prioritize a varied workload, prepare reports, and evaluate probationers' progress through the term of their supervision and meet necessary

THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT OF AND REQUIREMENTS FOR THE PERFORMANCE OF THIS JOB. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS. THE PRINCIPLE DUTIES OF RESPONSIBILITIES ENUMERATED ARE ALL ESSENTIAL JOB FUNCTIONS EXCEPT FOR THOSE THAT BEGIN WITH THE WORD **MAY**.

- deadlines.
6. Requires analytical decision-making skills and problem solving skills in order to deliver casework supervision and follow departmental policy and procedures relative to the performance of the position.
 7. Requires all fact finding ability in order to complete reports and comply with applicable statutes.
 8. Ability to transport oneself in order to accomplish job performance requirements as dictated by District Court.
 9. Requires working knowledge of Michigan Statutes, and local practice of District Court.
 10. Require working knowledge of Word and Excel necessary to meet departmental deadlines.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS

Sitting, talking, hearing, far vision, near vision, handling (manipulating objects with the hands in a low level), fingering (working with the fingers, i.e., to type) are present 75% or more of the time. Reaching (extending the hands or arms), lifting an object less than 10 pounds, carrying an object less than 10 pounds are present about 50% of the time. Standing, walking, carrying an object 20 to 40 pounds is present about 25% of the job. Stooping, climbing stairs is present 10% of the time. Kneeling, crouching, bending/twisting, pushing an object 20 pounds or less is required in unusual or non-routine situations. Crawling, running, swimming, grappling, climbing, balancing, feeling (using touch in fingers), lifting objects 10 pounds or more, carrying objects 40 to 100 pounds, pushing or pulling objects 21 pounds or more are not required.

WORKING ENVIRONMENT WHILE PERFORMING THE ESSENTIAL FUNCTIONS

Normal office environment where there is no exposure to hazards of dust, noise, temperature and the like 90% of the time. Over 75% of the work time is spent inside protected from weather conditions. About 10% is outside where there might be very low temperature or very high temperature, wet or humid conditions occurs about 10% of the time or less. Extreme temperature changes, hot or cold, wet or humid, noise level (minimum 90 decibels), physical injury or attack from a defendant is present in unusual circumstances only. Vibrations, hazards from mechanical, electrical, chemicals, burns, explosives, radiant energy/radiation, heights above 12', injury from fast moving vehicle, atmospheric conditions (i.e, fumes, odors, dust, poor ventilation), or physically confined worksite are not present.

EQUIPMENT USED TO PERFORM THE ESSENTIAL FUNCTIONS

Copy machine, computer terminal, personal computer, facsimile machine, printing equipment, telephone, surgical gloves and obtaining urine in a urinalysis cup. Transportation sufficient to accomplish job objectives will be needed.

REPORTING RELATIONSHIPS

Reports To: District Court Judge
Directs Work Of: None/Individual Contributor

HIRING CONTINGENCY

After an offer of employment is extended to a specific candidate, said candidate's hiring is contingent upon the candidate passing a criminal background check, drug test, and passing a physical.

BLOOD BORNE PATHOGEN RISK CODE: Yes

RECEIPT AND APPROVAL

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| Employee Name (Print) | Employee Signature | Date |
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| Name (Dept. Hd./Elected) | Title | Date |
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