



Court Program Coordinator

General Information

Classification Code:	MGTANL
Effective Date:	June 18, 2024
Pay Grade:	C41 - C42
FLSA Status:	Exempt

Position Summary

The Court Program Coordinator plans, manages, coordinates, research, and implements the special programs of the Springfield Municipal Court, including Adult Drug Treatment Court, Aid and Assist Programs, community impact initiatives, and other specialty court programs. Ensures compliance with federal, state, and local rules and regulations. Assists in program budget preparation, grant writing and/or monitoring. Performs other duties of a similar nature or level.

Classification Characteristics

The Court Program Coordinator falls under the Management Analyst classification. Management Analysts make process decisions and decide how to best achieve the objectives, standards or guidelines established at higher levels and may include supervision of lower-level support staff or lead responsibilities. The Management Analyst is a broad professional classification that encompasses incumbents engaged in a wide range of analytical, research, budget management, and program management activities.

Analyst I - Employees at this level generally have minimal professional experience and perform more day-today routine and recurring activities for which there are defined processes, procedures, instructions, models, and precedents. Operates at the tactical and transactional levels. As experience is acquired, employees are expected to perform with increasing independence. This level requires a general knowledge of basic analytical processes and program knowledge and the ability to interpret a variety of data.

Analyst II - This the journey level in the Management Analyst series. The Analyst II differs from the Analyst I by the level of complexity, sensitive, independence, and the diversity of assignments. Employees assigned to this classification have full responsibility for a variety of diverse activities, including developing and/or refining policies, procedures, and related items for specialty court programs. Employees have also demonstrated the knowledge and the ability to deal independently with complex and sensitive issues; they lead an area of operational function; lead or manage small to mid-sized projects; they work independently with minimal supervision and receive only occasional instructions or assistance as new or unusual situations arise.

After an employee has been employed at the entry level in a flexibly staffed classification for a period of at least one (1) year, the employee may be advanced to the journey level subject to the following:

- The employee meets the minimum qualifications for the journey level.
- The employee is performing journey level duties at an acceptable level.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

Essential Duties	
1	Manage program activities including marketing, outreach, and communications with internal and external leaders and members. Research, analyze, and recommend outreach strategies and opportunities. Develop trainings and informational briefings about program requirements, tenets, and desired outcomes. Provide trainings for other City divisions and external partners about court programs. Develop, recommend, implement, maintain, and modify the program policy and procedure manuals, participant handbooks, program protocols and all court documents.
2	Oversees all Aid and Assist and behavioral health related cases and inquires. Enters data in the case management software, tracks cases as necessary, and responds to email and phone inquiries regarding status of mental health cases. Coordinates case initiation and adjudication, mental health evaluations, required consultations, stakeholder engagement, and track and forward all correspondence to relevant parties.
3	Identifies, applies for, administers, supervises, coordinates, and monitors federal, state, and local grants and other funding or program revenue sources. Produces statistical and financial reports based on performance objectives and grant requisites. Reviews billing records for grant budget compliance. Performs scheduling, budgeting and budget forecasting, and cost control of special court programs.
4	Research potential funders and sources of revenue for the programs and program components, such as incentive and services for specialty program participants. Gather and compile necessary data and statistics required by funding sources. Assist in developing and monitoring program budgets. Facilitates communication between team members and partner agencies.
5	Manage all court third-party financial collections programs. Set up new users and roles in applicable portals. Download and save from third party collections partner payment reports, reconcile incoming payments, monitor ACH deposits, and reconcile end of month and end of year financial reports. Reconcile and refund overpayments, make balance adjustments, update third-party vendors, and monitor cases for end-of-jurisdiction processing. Run periodic balance and case audits to ensure accuracy and prevent receipting errors.
6	Serve as an information resource and advisor for court supervisor, judiciary, prosecutors, attorneys, and other external stakeholders regarding all special court programs, including Aid and Assist, Treatment Court, complex court case monitoring, and other special initiatives. Create and maintain data sharing systems, guides, or directories.
7	Provide professional, sensitive, confidential, and timely research and analysis in support of program activities and in response to inquiries for information and materials from judges, court management staff, funding sources or contract providers.
8	Tracks, reviews, and participates in legislative, rulemaking, and other county-, state- or federal-level policy issues as they relate to municipal courts including preparing recommendations, comments, and impact statements, and participating in advisory committees and stakeholder meetings.
9	Establishes and maintains collaborative relationships with individuals, community leaders, and community groups focused on improving public safety, health, and the quality of life including the civic organizations, religious groups, school organizations, community stakeholders, and related associations.
10	Represents Springfield Municipal Court on program-relevant external committees, groups, or boards.
11	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications
<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> Analyst I: Bachelor’s degree in a related field and 0-2 years of progressively responsible relevant professional experience or an equivalent combination of education and experience.

Qualifications

- Analyst II: Bachelor's degree in a related field and 2-5 years of progressively responsible relevant professional experience or an equivalent combination of education and experience.

Licensing/Certifications:

- Law Enforcement Data Systems (LEDS) certification within 30 days of hire.
- Ability to acquire Criminal Justice Information Services (CJIS) and Law Enforcement Data System (LEDS) certification within 30 days of hire.
- Must pass a Criminal Justice Information Services (CJIS) background check prior to start date. To pass the background check incumbent must supply fingerprints, personal information, and signed authorization form.
- Incumbent is required to maintain relevant employer/state/federal standards for licenses, certifications, conduct, screenings reference and background checks.

Technology Skills:

- Electronic mail software - Microsoft Outlook
- Internet browser software - Microsoft Internet Explorer, Google Chrome
- Office suite software - Microsoft Office
- Presentation software - Microsoft PowerPoint
- Spreadsheet software - Microsoft Excel
- Word processing software - Microsoft Word
- Document sharing/storage services – Dropbox; Google Drive; Microsoft SharePoint, Kiteworks
- Accounting software — BOARD; Peoplesoft Financials
- Case management software- Tyler Technologies Municipal Justice 10
- Other Criminal Justice Agency Case Management Software- Jail RMS; Police RMS; LEDS; ecourt software

Knowledge Required:

- **Contract Management** — Knowledge of contract bidding processes, request for proposal processes, and related solicitation and procurement of contracts.
- **Stakeholder Collaboration** — Knowledge of principles and processes for providing customer and personal services. This includes stakeholder collaboration, community involvement and awareness, and group decision-making.
- **Grant Funding** – Knowledge of grant writing, funding and loan programs, and outcomes tracking and reporting.
- **Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **Administration and Management** — Knowledge of business and management principles involved in strategic planning, systems analysis and coordination, and coordination of people and resources.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Administrative** — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, and transcription, designing forms, and workplace terminology.
- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Skills:

- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Coordination** — Adjusting actions in relation to others' actions.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Physical Requirements										
Squatting/Crouching		X				Fumes/Odors/Gasses	X			
Balancing	X					Chemical Agents		X		
Reach – Overhead		X				Biological Agents	X			
Reach – Forward			X			Noise – Low				X
Reach – Backward		X				Noise – Moderate			X	
Climbing – stairs		X				Noise – High	X			
Climbing - ladder	X					Low Light			X	
USE OF HANDS										
Grasping – whole hand			X			Heat	X			
Grasping – pinch grip		X				Cold	X			
Fine manipulation/feeling		X				Restricted workspace	X			
Keyboarding					X	Vibration – whole body	X			
LIFT/CARRY										
0-10 lbs.				X		Vibration - extremity	X			
11-20 lbs.			X			JOB SPECIFIC				
21-50 lbs.		X				Driving – vehicle/equipment		X		
51-75 lbs.	X					Operate foot controls	X			
76-100 lbs.	X					Seeing				X
						Talking				X
						Hearing				X
						Extended work hours		X		

Classification History

2024.06 Created & Adopted

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____