

PLEASE POST !!!

## **OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**21 TREATMENT COURT COORDINATOR – ADULT PROBATION**  
**Hourly Rate Based On Experience - 40hrs/wk.**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 03/06/2026

REMOVE: OPEN UNTIL FILLED

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:           Treatment Court Coordinator**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage operations and activities of Specialty/ Treatment Courts in order to protect the safety of the public, address the needs of crime victims and offenders, and assist in the fair administration of justice by ensuring custody, control and treatment of offenders, to include assisting in rehabilitation, enforcing Court orders, arresting violators, conducting interviews, and preparing reports, sentence recommendations, and treatment recommendations.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Manages an assigned caseload of adults on probation or parole; prepares/maintains case notes and documents all contacts with probationers/parolees.

Assists in identifying defendants that meet program eligibility requirements.

Administer/Conduct Risk/Needs assessments

Provides direct supervision to offenders on probation or parole; enforces provisions, rules, and regulations of probation/parole court orders and applicable federal/state laws.

Provides training and mentors Probation Officer trainees to help develop skills that promote good probation and parole work to include specialized training as designated by the Chief Probation Officer.

Supervise the collection and dissemination of required DNA blood/saliva samples in accordance with Act 185 of 2004.

Maintain certification in accordance with The Criminal History Information Act to secure and utilize confidential criminal histories through J-Net secure network.

Interviews victims, family members, employers, and school officials to acquire background information; attends agency meetings and visits homes, schools, treatment providers, and places of employment.

Arrests probation and parole violators and takes into custody.

Completes investigations of convicted offenders; prepares investigative reports; makes recommendations to the Court.

Reviews/investigates parole violators; prepares/presents petitions for revocation of probation/parole and/or removal of a participant from a specific Court program.

Prepares warrants to commit and detain.

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Creates parole plans.

Makes recommendations to the Court regarding confinement or release of defendants.

Conducts urinalysis testing; collects specimens, performs testing, and determines results.

Serve as the central liaison for all pending Treatment Court clients which would include collaboration with the County District Attorney office, the criminal bar and the Court.

Screen and assess individuals referred to Treatment Court for eligibility.

Facilitate staffing and attend Treatment Court sessions, as well as other criminal court sessions where referrals may be made.

Prepare dockets, materials and reports for Court and stakeholders.

Maintain knowledge on best practices for drug treatment Courts and seek new innovations for greater participation as well as provide information and educational opportunities in the area of substance use treatment for the Court.

Report noncompliance issues to Court and plan for graduation ceremonies.

Establish relationships with clients and assess support services that are needed.

Create case plans and make appropriate referrals to treatment and other services.

Provide comprehensive case management services to Program participants; identify and provide referrals to clients; coordinate the delivery of interagency services.

Communicate with treatment providers and the Court on a regular basis to share client information and progress.

Maintain computer records, data and reports for individual clients and overall program information, ensuring adherence to confidentiality requirements.

Advocate and support client recovery and rehabilitation needs, including coordinating other ancillary treatment services such as housing, entitlements, education, transportation, childcare and job training.

Coordinate the development and maintenance of program standards, operating procedures, and rules.

Create and maintain the Program's data collection system; compile statistical data.

Document the progress of participants in the Program and completion of Program requirements; analyze results to Program goals and objectives.

Research and implementation of current local, regional, and national trends pertaining to Drug Court operations.

Prepare and maintain program records, reports, and documentation.

Collaborate with the Treatment Court Judge, County Probation Department, County Treatment providers and the rest of the Treatment Court team to manage the Treatment Court program.

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Foster and improve relationships with community partners including area treatment providers, elected officials, funding sources, members of the legal community, and residents of the community.

Develop, write, and manage all grant proposals on behalf of the Treatment Court to increase funding and access to treatment services for clients on the Court. This would include developing partnerships with community agencies to develop grant applications to serve the best interests of the partnering organizations and the Treatment Court program.

Administer the grant programs for the Treatment Court to ensure that all requirements of funding are met and make changes to programmatic issues when necessary.

Oversee the fiscal operations of the Treatment Court to ensure that grant and other public funds are used appropriately.

Oversee the inventory and distribution of incentive awards.

Oversee and coordinate all the phases of the Treatment Court program to ensure that the clients' needs are fully met.

Amplify the monitoring and oversight of the Treatment Court while implementing proper policy and procedures in accordance with State mandates.

Responsible for supervision of the case management and administrative staff for the Treatment Court.

Act as liaison to the Criminal Justice Advisory Board (CJAB).

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Perform other duties as required.

### **ADDITIONAL FUNCTIONS**

Schedules probation/parole appointments.

Copies and distributes forms, reports, correspondence, and other related materials.

Initiates/receives facsimile transmission of documents.

Prepares departmental files; maintains file system of departmental records.

Provides assistance or coverage to other employees as needed.

Performs other related duties as required.

Provides on call service as designated by CPO.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Criminal Justice, Criminology, Psychology, Sociology, Social Work, or closely related field; supplemented by (3) years previous satisfactory probation experience and completion of required training in law enforcement, corrections, probation enforcement, criminal court operations and criminal offender counseling; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Basic Probation/Parole Officer Certification. Must possess and maintain a valid Pennsylvania driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds) and may involve heavier objects up to and exceeding 100lbs.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, fumes, noise extremes, explosives, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.