

Alaska Court System Class Specification

THERAPEUTIC COURTS ADMINISTRATIVE PROJECT COORDINATOR

Range: 15

EEO4: 2

SOC: 15-1211

Class Code: C3139

Definition:

Under general direction, the Therapeutic Courts Administrative Project Coordinator is responsible for providing support to the Program Coordinator and to the Therapeutic Courts Advisory Committee, and will implement training and technical assistance for Therapeutic Courts teams.

Distinguishing Characteristics:

The TC Admin Project Coordinator is a single-position job class responsible for the management and coordination of training and projects.

Complexity of Tasks: The incumbent performs work of a professional nature that presents new or changing operational issues which are not easily evaluated or resolved.

Independent Judgment: The incumbent frequently exercises a high degree of independent judgment in developing training or solutions to operational issues.

Supervision Received: The incumbent works under the general direction of the Therapeutic Courts Program Coordinator. Supervision is specific in terms of goals or projects assigned, but general in allowing the incumbent to develop procedures or means for obtaining the goals. Supervision and evaluation are based on the overall production and efficiency of work performed.

Supervision Exercised: The incumbent may exercise administrative supervisory responsibility or may coordinate the work of volunteers, interns, project teams, and committees designated to assist in a project.

Examples of Duties:

Prepare agendas and provide research information and administrative support to the Advisory Committee as needed.

Track follow-up items as directed by the Advisory Committee Chair.

Coordinate with TTA agencies, therapeutic court project coordinators, ACS technical support, and others as needed to provide trainings indicated in the statewide training plan.

Organize orientation for new Advisory Committee members.

Track long-term remediation efforts developed by Therapeutic Court teams from evaluation

findings and recommendations.

Initiate procurement efforts to forward current grant objectives.

Update and maintain information on the ACS website and in brochures.

Provide input and support for a Therapeutic Court startup and maintenance manual as directed.

Prepare reports, training materials, correspondence, and other written material.

Ensure compliance with current grant regulations and requirements.

Perform other duties as assigned.

Knowledge, Skills, Abilities:

The Therapeutic Courts Administrative Project Coordinator requires knowledge of:

- Therapeutic justice principles and practices, and applicable Alaska laws and regulations;
- Substance abuse and mental health issues;
- Research methods and sources; and

The Therapeutic Courts Administrative Project Coordinator requires the ability to:

- Communicate effectively both orally and in writing and produce effective documents for furthering therapeutic court goals;
- Function with a high degree of independence and initiative;
- Comprehend complex written material;
- Evaluate suggestions and priorities;
- Establish and maintain cooperative working relationships with stakeholders;
- Work effectively with court personnel, government agencies, and individuals of diverse backgrounds.

Minimum Qualifications:

Bachelor's degree AND three years of professional experience with Therapeutic Courts.

12/24 – Original