

# 50<sup>th</sup> Circuit Drug Court Compliance Officer Job Description

**Job Title:** Drug Court Compliance Officer

**Department:** 50<sup>th</sup> Circuit Court, Chippewa County Drug Court

**Reports To:** Judge/Drug Court Coordinator

**FLSA Status:** Non-exempt

**Employment Status:** Part-time (10-15 hours per week)

**Prepared Date:** October 15, 2015

**QUALIFICATIONS:** Applicants must possess a high school diploma or equivalency and have a valid driver's license as well as reliable transportation. Must be able to communicate effectively and provide direction to participants in the Drug Court. Applicant must have a professional demeanor and be able to exercise good judgment in stressful situations. The ability to maintain client confidentiality at all times is imperative. Report writing skills and case management experience would be preferred. Applicants with criminal records will not be considered. Criminal record check will be conducted. Drug test designated position.

**SUMMARY:** Monitors and reports to the Drug Court Coordinator and the Court regarding participant compliance; monitors and supervises participants within the Chippewa County Drug Court. The compliance officer will be working directly with men and women who have chronic substance abuse addictions.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provides assistance to the Drug Court Coordinator in monitoring Drug Court Participants.

Conducts court ordered home checks; uses assessment instruments to evaluate, conducts home searches, and room checks as required by the Court.

Enforces special orders of the court including curfews and home detention as well as electronic monitoring.

Maintains contact with local law enforcement agencies, Judges, Public Defender, employers, local social service agencies, schools and others.

Conducts investigations and accurately prepares court ordered reports as required by statute or court order.

Maintains case records and statistical data for evaluation purposes and for submission to the Drug Court Coordinator.

Appears at Court proceedings when needed and provides testimony when necessary.

Conducts and administers drug and alcohol testing. Maintains inventory of supplies and places orders as needed.

Conducts curfew checks of participants to ensure that they are home during curfew hours.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; and talk; or hear. The employee is occasionally required to sit. The employee may occasionally lift and/or move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Potential problems may exist with clients who have not met the standards of their probation and are subject to detention or further sanctions as may be imposed. While performing the duties of this job, the employee is frequently exposed to outside weather conditions.

**Submit cover letter and resume to 50<sup>th</sup> Circuit Court, Attn: Tina James-Ojala, 319 Court St., Sault Ste. Marie, MI 49783. Must be postmarked by 12/1/15.**

**Chippewa County is an equal opportunity employer.**