

TALBOT COUNTY JOB DESCRIPTION

POSITION TITLE: Problem-Solving Court Program Coordinator

SALARY: \$65,000 - \$75,000 DOQ

FLSA STATUS: Non-exempt

ESSENTIAL STATUS: Non-essential

EFFECTIVE DATE: April 7, 2026

DEPARTMENT: Circuit Court

NIMS: No

SAFETY SENSITIVE: No

JOB SUMMARY

The duties of the Program Coordinator are to oversee the consistent application of Adult Drug Court Program best practices. The Court Program Coordinator is responsible for the day to-day planning, development, management, monitoring, and coordination of the Talbot County Circuit Court's problem-solving court program. Successful execution of the essential job functions requires a thorough knowledge of, and experience with, project management, budget preparation, grant writing, problem-solving court principles, and/or addiction and mental health issues. The coordinator serves as liaison with local and state court offices, treatment providers, social service agencies, community stakeholders, etc. Information obtained in the course of the performance of these duties may be confidential or private in nature. This grant-funded position works under the direct supervision of the Court Administrator, with general oversight provided by the Administrative Judge and/or other judicial officers.

ESSENTIAL FUNCTIONS

Administrative Duties:

- Conduct grant research, writing, management, and periodic performance reporting
- Plan and prepare budgetary estimates and justifications throughout the fiscal year
- Compile statistical and financial reporting
- Coordinate and approve drug court expenditures and maintain financial stability
- Collect and analyze data utilized for statistical and narrative reporting.
- Maintain and develop relationships with various community resources
- Plan, implement, and monitor the day-to-day activities of the problem-solving court program(s) to ensure compliance with key drug court components and efficient, quality service delivery to the target population.

- Develop and implement a strategic plan that meets the long-term goals and objectives of the community and promotes program sustainability.

Case Management:

- Conduct needs assessment and develop participants case management plan
- Track participants treatment compliance
- Coordinate access to services for participants
- Organize, attend, and participate in pre-court staffing, court hearings, conferences, meetings, and committees
- Organize and disseminate drug court calendars and pre-court staffing information.
- Maintain confidential participant files.
- Act as a liaison between judicial officers, court personnel, treatment providers, attorneys, members of the drug court team, funding agencies, and community organizations

KNOWLEDGE, SKILLS, AND ABILITIES

- Availability to work a full-time court schedule of 8:00 a.m. to 4:30 p.m., Monday through Friday, with the flexibility to accommodate deviations from the standard workday.
- Adept at planning, organizing, directing, and coordinating administrative activities for a program or organization.
- Possess a comprehensive working knowledge of all terminology, applicable laws, ordinances, policies, standards, and regulations pertaining to problem-solving court programs including addiction; alcoholism; pharmacology; and cultural competency issues.
- Ability to develop and implement interim and long-term strategic plans for drug court operational efficiency and sustainability.
- Detail-oriented with excellent organizational abilities including time management, workload prioritization, and record-keeping accuracy in accordance with court policies and/or governmental regulations.
- Ability to identify problems, collect data, establish facts, draw valid conclusions, and create viable solutions based thereon.
- Aptitude for basic mathematical and accounting principles.
- Even temperament and strong interpersonal skills to effectively collaborate with community partners and work well with others in a team-oriented environment.
- Effective oral communication skills and the capacity to exercise a high degree of tact, diplomacy, professionalism, and competence in dealing with a wide variety of people.
- Superior writing skills with the versatility to accurately compose a variety of genres.
- Ability to simultaneously perform multiple tasks, with minimal supervision, and make independent decisions based on experience, good judgment, and established court policies and procedures.
- Discretion and sound judgment in working with sensitive information to maintain confidentiality.
- Proficiency with Microsoft Office and Windows 7, with an aptitude for learning software programs related to various Drug Court functions.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a Class C Maryland Motor Vehicle Operator's License (or valid license in another state).

EDUCATION AND EXPERIENCE

Education: Requires a bachelor's degree from an accredited college or university in human services, business administration, public administration, criminal justice, or other related fields

Work Experience: At least two years in criminal justice field, mental health, or substance abuse. Must also have some experience in administration and record keeping.

PHYSICAL DEMANDS

Regularly walk, stand or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 lb.; and work for sustained periods of time maintaining concentrated attention to detail.

Reasonable accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORK ENVIRONMENT

Work is generally performed in an office-like setting that is an environmentally controlled room. Occasionally outside tasks are required on special projects that would result in exposure to general weather conditions.

COMMENTS

Employees must conform to applicable policies and safety rules.

This position is one within the Talbot County Civil Service System. An employee must serve a period of twelve months' probation during which he or she may be terminated without notice, cause, hearing or right of appeal.

This description lists the major duties and requirements of the job and is not all-inclusive.

Application and resume must be submitted to: applications@talbotcountymd.gov.

Application Link: <https://talbotcountymd.gov/uploads/File/HR/Application.pdf>