



Treatment Court Manager

J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	6/11/2026 1:06:24 PM
Working Title:	Treatment Court Manager
Job Family:	Program
Classification:	Program Manager

ORGANIZATION

Department:	Superior Court
Cost Center/Program:	9052 - Superior Court - Drug Court
Exemption Status:	Exempt
Union:	Not Represented

JOB SUMMARY

The responsibilities of this classification include providing highly specialized professional expertise and advice to County or community managers, directors and officials within a program area including: planning, developing, administering and implementing program applications and activities; analyzing program data and information; providing solutions and recommendations based on analysis of federal, State and local laws, regulations and codes; and development of operational procedures and processes. Incumbents provide direction and oversight to staff, plan and monitor goals and objectives for assigned work units, and ensure work adheres to policies and procedures. Incumbents coordinate program activities with internal and external customers and are specialists in the areas of responsibility.

A program is a specialized area with specific complex components and discrete tasks which distinguish it from the main body of an organization. A program is specific to a particular subject. The specialized tasks involve interpretation of policies, procedures and regulations, budget coordination/administration, independent functioning and typically, public contact. Duties are not of a general support nature transferable from one program to another. Performance of clerical duties is in support of incumbent's performance of specialized tasks.

Distinguishing Characteristics

This is the sixth level within a seven level Programs series. Incumbents are highly specialized professionals in their assigned program area who draft and implement new procedures, design and develop program applications, and provide technical expertise in solving difficult problems for internal and external customers. Incumbents have full supervisory authority over multiple work units providing program support. Duties include planning, organizing, coordinating, assigning and monitoring workloads, assisting in employee selection and training, conducting performance reviews and implementing disciplinary actions. Incumbents prepare and monitor budgets and may have grant responsibilities.

This classification is distinguished from the Program Supervisor by responsibility and oversight over program supervisory, professional, technical and other personnel. They are responsible for planning, developing, administering, and designing comprehensive program services and related processes and procedures; analyzing legislative action for program impact; and providing recommendations and solutions for program issues to County or community managers, directors and officials. Incumbents work with considerable independent judgment and decision-making authority on technical and administrative matters within their program.

Under the direction of the Superior Court Administrator, the incumbent performs professional level planning, administration, and monitoring of all functions of the Treatment Court Programs, including the Adult Drug Court and Veterans Treatment Court programs; and, coordinates treatment court activities involving the designated judges, attorneys, criminal justice officials, treatment professionals, County officials, the community, and the Superior Court Administrator. This is an at-will position that serves at the pleasure of the Superior Court Administrator/Presiding Superior Court Judge. The incumbent will work, dependent on task, as a member of a team or independently, and is individually responsible for making recommendations. The employee is given wide latitude to exercise sound, independent judgment and initiative within established policies, guidelines and procedures. Work is reviewed regularly by the Superior Court Administrator, the Juvenile Court Director, and the respective Treatment Court Judges for the exercise of professional judgment and compliance with established goals, policies and codes.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Manages treatment court programs to assure successful achievement of individual program objectives and adherence to program goals. Implements the recommendations and objectives of the individual treatment court teams. Maintains and facilitates consistent communication with and among the various treatment court team members. Serves as key liaison for the treatment court programs and directs the resolution of inquiries, problems, complaints, or emergencies affecting availability or quality of services; responds to sensitive and complex inquiries or service complaints.	35%
Assigns, trains, supervises and evaluates the work of subordinate staff; advises and assists subordinates as necessary; participates in the selection of new employees and makes recommendations regarding the hiring, discipline, transfer and termination of subordinate employees.	35%
Prepares Federal, State and local grant applications to procure new and recurring resources that support program innovation, modernization and compliance with evidence-based practices. Administers service contracts, including authorizing payments for services, monitoring for compliance with contracts, and implementing corrective action.	15%
Analyzes programs' effectiveness and recommends improvements to existing services, equipment and operating systems; researches, analyzes and evaluates new developments in assigned area and works to expand existing program and services; develops and recommends new programs and program modifications.	10%
Maintains comprehensive knowledge of and contacts with relevant community agencies and/or resources needed by participants including, but not limited to, education, mental and/or physical health, and other ancillary services, as needed.	0%
Attends treatment court program related meetings.	5%
	0%

Required for All Jobs

<ul style="list-style-type: none"> Performs other duties as assigned
<ul style="list-style-type: none"> Complies with all policies and standards

This Job is Essential

QUALIFICATIONS

Education			
Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	in a field closely related to the program, from a college or university accredited by an agency recognized by the US Department of Education	Required	
Master's Degree	may be preferred or required in some programs.	Preferred	
Bachelor's Degree	In Criminal Justice, Public Administration, Social Work, or closely related field.	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
5 years	of progressively responsible experience related to the program assignment	Required	including
2 years	management or supervisory experience	Required	
5 years	Five years of progressively responsible criminal justice, court services, and/or substance abuse related experience is required to include two years of supervisory or lead experience.	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
	Recent (within the last five years) experience working in one or more treatment court programs	Preferred	
	Recent (withing the last five years) experience administering Federal Department of Justice and/or Substance Abuse and Mental Health Services Administration (SAMSHA) grants	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	1 - N/A: Does not operate County-owned vehicles.	Upon Hire	Required	

Equivalency

Relevant work experience demonstrating required knowledge, skills, and abilities may substitute for educational requirements. Work experience is essential and cannot be replaced by additional education.

Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Knowledge of the Criminal Justice system, including court rules and procedures as related to Treatment Courts, release and treatment procedures.	
Available community resources and agencies.	
Computer information systems related to area of assignment.	
Database operations and report writing.	
Knowledge of practices, procedures, techniques, legislation, and other requirements of the program supervised.	
Knowledge of workload planning and scheduling	
Knowledge of leadership and supervisory principles and practices	
Knowledge of project management theories and techniques	
Knowledge of contract management principles and techniques	
Knowledge of relevant agencies and systems	
Knowledge of County, State, and Federal laws and regulations pertaining to the program	
Knowledge of rules of grammar, spelling and punctuation used in professional report writing	
Knowledge of terminology, laws, rules, codes and regulations governing area of assignment	
Knowledge of principles and methods associated with public information dissemination	
Knowledge of methods of community resource development and communication.	
Skill in coordinating work unit activities and handling multiple tasks	
Skill in planning, assigning, directing and evaluating the work of project participants	
Skill in analysis and problem-solving	
Skill in budget development and monitoring	
Skill in gathering, manipulating and using data utilizing a computer and other tools	
Skill in providing program advice and education to the public	
Skill in program evaluation, advocacy and promotion	
Ability to apply project management techniques and coordinate work unit activities	

Ability to develop and implement long and short range programs	
Ability to interview and counsel clients and vendors	

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:

Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment

Remote Employment Type:	No Remote Work Available
Remote Employment Text:	

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	remote sites or field work
Running		
Jumping		
Climbing Ladder, stairs, stools	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	may periodically climb stairs
Balancing	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Bending at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	accessing files, office supplies, and equipment
Twisting at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Stooping Slight bend at knees		
Squatting		

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Kneeling One or both knees		
Crawling On hands and knees		
Lying Down Back, side or stomach		

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork and files
Lifting 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork and files
Lifting 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork and files
Lifting 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Lifting 50 + lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork and files
Carry 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork and files
Carry 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork and files
Carry 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pushing 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pushing 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pulling 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pulling 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pulling 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reaching Above shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	accessing files, office supplies, and equipment
Reaching at shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	accessing files, office supplies, and equipment
Reaching below shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	accessing files, office supplies, and equipment
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Extension of neck looking forward		
Flexion of neck looking downward		
Twisting of neck side to side		

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, equipment, phone
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	office supplies, equipment, phone
Hand Controls			
Repetitive Motion			

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	documents computer screen, files may be color coded
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	
Speaking: Orally communicate information and ideas with comprehension	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reading: Comprehend and retain the written word.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	documents computer screen
Writing: Composing communications in writing	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	
Math: Compute a series of numeric variables, measurements	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Exposure to Bloodborne Pathogens		
Work Outside	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Customer/Public Contact	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	
Work Inside	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	office environment
High Elevations	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Moving Objects	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Slippery Surface	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Wetness	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp.Humid/ Extremes	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp. Cold Temp	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Confined Spaces	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Special Clothing	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	semi-professional attire
Vibration	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Solvents	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Use of Detergent	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Contact	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Vapors	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Dust or Particles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
Understand & follow directions – with little or no direction	Yes	
Memory – Ability to remember and recall procedures, processes and activities routine in nature.	Yes	
Regular and reliable attendance	Yes	
Ability to problem Solve	Yes	
Ability to perform complex & varied tasks	Yes	
Ability to develop & maintain positive work environments		
Ability to supervise/lead and influence others	Yes	

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Foot Controls		
Mechanical/Electrical parts		
Driving – Regular Vehicle		
Driving DOT/CDL Vehicle		
Operate Heavy Equipment		

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Operate Heavy Machinery		
Small hand tools		
Operate power equipment such as drill/saws		

Other Requirements

Equipment, Machines, Vehicles Operated:	
Tools, Implements Used:	
Special Knowledge, Skills and Abilities:	
Respirator Use Required (other than nuisance dust mask). Describe:	

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$132,060.36
Annual Min:	\$103,226.76
Hourly Max:	\$0.00
Hourly Min:	\$0.00