

Idaho Judicial Branch Position Description

Position Title: Statewide Domestic Violence Court Coordinator
Effective Date: November 2009
Salary/Range: \$52,000 to \$62,000 DOE

General Position Summary:

This highly responsible position leads the development, expansion, effective operations, continuous quality improvement, and outcomes evaluation of the statewide domestic violence court program. Develops and strengthens relationships within the Judicial Branch and among other organizations. Facilitates the operations of the statutory Children and Families in the Courts Domestic Violence Court Subcommittee.

Major Duties and Responsibilities: (The examples provided do not cover all of the duties which the incumbent of this position may be required to perform.)

- Support and provide leadership to the Children and Families in the Court Domestic Violence Court Subcommittee with the Statewide Domestic Violence Court Implementation Plan of House Bill 104.
- Serve on the Children and Families in the Courts Domestic Violence Court Subcommittee and plan and prepare agendas and materials to staff and report for the Children and Families in the Courts Domestic Violence Court Subcommittee.
- Conduct research and analysis and consult with other state and local programs to learn of best practices to be used as potential model programs and recommend domestic violence court enhancements to improve practice.
- Develop data collection protocol and evaluation forms for ongoing evaluation of domestic violence courts to monitor and evaluate program effectiveness and compile and present statistical data and reports upon request.
- Provide leadership, ongoing training, and technical assistance to, as well as oversight of, domestic violence court coordinators to enhance the development of domestic violence courts.
- Manage relevant grants and track and report on outcomes and benefits as a result of the grant award, including preparing and filing required program and financial reports.
- Identify areas of needed domestic violence training and assist in development and coordination of judicial and statewide training related to domestic violence;
- Support or convene special planning activities including design and development of special needs assessments, planning meetings, conferring with stakeholders and developing proposals for new initiatives, and assisting with selection of implementation sites.
- Design and develop new court efforts and initiatives based on results of planning efforts, including setting goals and objectives, selection of strategies and activities, identifying and securing resources, and developing performance measures and evaluation methods.
- Serve as single point of contact at the Idaho Supreme Court for the entire state with regarding domestic violence issues.
- Work with Trial Court Administrators and magistrate judges as needed to address issues and concerns relating to domestic violence courts.
- Promote understanding and acceptance of domestic violence courts through training, outreach, and education.
- Assess training needs from evaluation and performance review activities, develop an annual training plan, schedule and secure training resources, publicize the training and evaluate impact
- Identify potential sources of new funding including state agency partnerships, regional partnerships, and local, state, and federal grant opportunities.

- Provide guidance to the presiding domestic violence court judges, administrative district judges, and trial court administrators in understanding annual implementation plans and applying state guidelines and standards.

Knowledge, Skills, and Abilities

- Knowledge of the criminal justice system, elements of criminal justice administration, the civil legal process, and Idaho's unified court system.
- Knowledge of the problem-solving court model in general and specific understanding of those problem-solving courts operating in Idaho as well as the special elements of the newer problem-solving courts such as family dependency, DUI, and mental health courts.
- Knowledge of current research regarding effective domestic violent offender intervention and treatment.
- Knowledge of principles of delivery of adult education and training.
- Ability to review, interpret, and apply Idaho statutes.
- Ability to organize project elements, construct project management timelines, monitor project progress, and adhere to timelines.
- Ability to both accept direction and to initiate and sustain work efforts without close supervision.
- Ability to facilitate multidisciplinary workgroups and related committee work projects to support planning and evaluation activities and other special projects.
- Ability to express ideas and communicate suggestions and recommendations clearly and concisely, both orally and in writing.
- Ability to establish effective and cooperative working relationships with judges, members of the legal community, the legislature, court staff, state agencies, and others.
- Ability to analyze complex issues and data and develop feasible solutions.
- Ability to work independently with very little direction and prioritize and manage time well; organize work in order to meet deadlines of multiple projects and achieve desired work results.
- Ability to work with diverse groups and individuals while pursuing common goals.
- Ability to negotiate, generate alternative options for problem solution, and develop consensus solutions or plans among competing stakeholders.
- Ability to conduct program planning, development, implementation, and evaluation.
- Ability to lead staff to achieve program goals through effective supervision, coaching, and leadership.

Minimum Qualifications

- An advanced degree, such as a Master's Degree in Criminal Justice, Public Administration, Psychology, Social Work, Counseling, Court Administration; Juris Doctorate, or other related advanced degree.
- Five years experience in planning and program management; seven years experience preferred.
- Direct experience working within the court system and/or developing and providing professional training is preferred.
- Additional years of education or experience may substitute for minimum qualifications.
- Must have experience with Word, Excel, Power Point, and Office.

Special Note

This position is a grant-funded position and funding has been provided through February 28, 2012. Following the expiration of the grant, it is anticipated that continued funding will be available for this position through dedicated funds. If funding is not available, the position may be subject to a reduction in hours or elimination.

Application Instructions

If interested in being considered for this position, please complete the attached application and supplemental questions and submit them, along with your cover letter and resume to hr@idcourts.net or to the Human Resource Office, P. O. Box 83720, Boise, ID 83720-0101. Application packets must be received by **Wednesday, December 2, 2009, by 5:00 p.m., MST**. The State of Idaho is an equal opportunity employer.

APPLICATION FOR EMPLOYMENT WITH THE IDAHO JUDICIARY

Thank you for your interest in a career with the Idaho Judiciary. The information you provide in this application will be used, among other things, to assess your qualifications and suitability for the position for which you have applied. If you have any questions, please contact Human Resources at hr@idcourts.net.

PERSONAL (requested for verification and contact purposes)

1. Your Name (Please print or type)					
Last	First	Middle			
2. Please list address at which you can be contacted.					
Number	Street	Apt #	City	State	Zip Code
3. Please list the local telephone number(s) at which you can be contacted.			Daytime	Evening	

EDUCATION

	Name and location of school (city and state)	Dates Attended	Type of Degree (if applicable) or Courses
Secondary			
College			
College			
Other (Professional Certificates)			

EXPERIENCE AND EMPLOYMENT

Beginning with your most current employment, please list all jobs (including part-time, temporary, and voluntary positions) you have held in the past 10 years. (For the purposes of this application, volunteer work should be included as employment.) For identification and verification, please indicate the nature of the activity; i.e. full-time, part-time, or voluntary. If you have had intervening periods where you were not employed, please list those periods in the spaces provided. If you need more space for positions or gaps, please attach additional sheets with the information.

From	To	Name of Employer	Type of Business
Exact title of position		Address of employer (inc. Zip Code)	
Your duties are:			Number Supervised
Name and title of your supervisor		Phone (Include Area Code) - Email address -	
Current Salary		Starting Salary	
Reason for leaving/desiring to leave (be specific- "personal" will not be accepted)			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain any gaps:

From	To	Name of Employer	Type of Business
Exact title of position		Address of employer (inc. Zip Code)	
Your duties were:			Number Supervised
Name and title of your supervisor		Phone (Include Area Code) - Email address -	
Ending Salary		Starting Salary	
Reason for leaving (be specific- "personal" will not be accepted)			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain any gaps:

From	To	Name of Employer	Type of Business
Exact title of position		Address of employer (inc. Zip Code)	
Your duties were:			Number Supervised
Name and title of your supervisor		Phone (Include Area Code) - Email address -	
Ending Salary		Starting Salary	
Reason for leaving (be specific- "personal" will not be accepted)			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain any gaps:

From	To	Name of Employer	Type of Business
Exact title of position		Address of employer (inc. Zip Code)	
Your duties were:			Number Supervised
Name and title of your supervisor		Phone (Include Area Code) -	
		Email address -	
Ending Salary		Starting Salary	
Reason for leaving (be specific- "personal" will not be accepted)			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain any gaps:

<p>13. Has any employer ever investigated you or your work performance as a result of a complaint from a co-worker, supervisor, subordinate or member of the public? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," give the complete details of each incident on a separate page: Date: _____ Nature of complaint: _____ Date: _____ Nature of complaint: _____ Were any of the complaints sustained? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>14. Have you received any discipline in the work place? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please provide a detailed explanation.</p>

LEGAL

<p>15. Have you ever been convicted of any crime? <input type="checkbox"/> Yes <input type="checkbox"/> No **Please include any situation where the sentence was imposed, suspended, deferred, or withheld, and regardless of whether the plea or conviction was withdrawn, dismissed, or expunged. If "yes", please give the following information:</p>									
<table border="1"> <thead> <tr> <th>Approx. Date</th> <th>Police Agency</th> <th>Circumstances</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Approx. Date	Police Agency	Circumstances						
Approx. Date	Police Agency	Circumstances							
<p>18. Have you ever been the subject of a civil restraining order, protection order, or a contact order? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please explain.</p>									

CERTIFICATION

<p><i>I hereby certify that all statements made in this application are true and complete, and I understand that any misstatements of material facts, deliberate inaccuracies, omissions or incomplete statements will subject me to disqualification or termination of employment if discovered after I become employed.</i></p>	
Signature	Date

SUPPLEMENTAL QUESTIONS

To help us understand your prior experiences, as well as your written communication abilities, please answer the following questions:

1. Describe your experience with planning and writing, implementing and managing a grant-funded program or project.
2. Give an example of a project manual or policies, procedures or guidelines that you developed or helped develop.
3. Give one example of your experience in serving on interdisciplinary or interagency work groups and one example of your experience in leading such a workgroup.
4. Describe your experience in managing or supervising others, including the organization that you worked for and how many others you managed or supervised.
5. Describe an experience with development of an evaluation plan, data collection tools or protocols and monitoring outcomes, discussing the agency you worked for and the project that was being evaluated.
6. Describe your experience in providing professional training to groups or individuals.