

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

DIRECTOR OF PROBLEM SOLVING COURTS

CLASS CODE: 99-61-35

POSITION PURPOSE

Provides timely, accurate, consistent, and reliable leadership, advice, information, and analysis in support of the Unified Judicial System (UJS) employees and programs while increasing the public's trust and confidence in the UJS through proactive problem solving court operations.

DISTINGUISHING FEATURE

This position provides policy and procedural direction, support, and oversight for the Problem Solving Court Division including Drug, DUI, Veterans, Mental Health Court operations to ensure goals and objectives are met.

MAJOR RESPONSIBILITIES

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Oversees the development, guidance, and implementation of policies and procedures of statewide problem solving court development to ensure program success, fidelity, integrity, and quality control.
 - a. Provides leadership and ensures program fidelity of operations in South Dakota Problem Solving Court operations.
 - b. Recommends policy changes to the State Court Administrator.
 - c. Identifies, develops, and leads the implementation of evidence based practices and initiatives for problem solving courts.
 - d. Recommends training specific to operation of problem solving courts.
 - e. Establishes community based programming contracts, oversees billing and out-of-state travel.
 - f. Represents the UJS problem solving courts by serving on external and UJS statewide councils and committees.
 - g. Reviews data and engages in program analysis to ensure fidelity to practices and procedures.
 - h. Provides policy and program interpretation and guidance.
2. Oversees the implementation and application of best practices to ensure program goals and objectives are met.
 - a. Ensures statewide fidelity and effective program processes.
 - b. Directs the focus for statewide program development and improvement.
 - c. Promotes the philosophy and concepts that serve as the foundation for problem solving court development and operation.
 - d. Provides insight and guidance to Circuit Court programs.
 - e. Provides ongoing management information systems development.

DIRECTOR OF PROBLEM SOLVING COURTS

3. Performs other work as assigned.

SUPERVISORY FUNCTIONS

This position supervises a staff person who is responsible for providing statewide technical assistance, quality assurance, and training to problem solving court staff and clerical support to the Division.

ESSENTIAL FUNCTIONS REQUIRE

In-state travel for court program monitoring and out-of-state travel is required for meetings and training; attendance in accordance with rules and policies; sitting for extended periods of time; operating office machines such as a computer, telephone, copier, etc. The incumbent is also required to work effectively with coworkers, problem solving court teams, stakeholders, and the public; manage stress with a calm demeanor; meet deadlines and objectives; demonstrate initiative and motivation; and communicate (verbally and in writing) complex ideas, rules, policies, and procedures.

PROBLEMS AND CHALLENGES

Challenges include ensuring all programs' rules, policies, and procedures are followed and in accordance with problem solving court and UJS principles to maintain program integrity; organizing workload to accomplish the multitude of tasks associated with this position; staying abreast of research and trends for problem solving courts; effectively communicating continual program changes to local programs; identifying areas of improvement and providing a solution to ensure problems do not reoccur; maintaining focus on long-term goals; keeping local courts and stakeholders engaged and passionate, but also patient to ensure thorough planning and program success; investigating public complaints.

DECISION-MAKING AUTHORITY

Decisions made by the incumbent include day-to-day management of the division; interpreting and implementing existing programs, rules, policies, and procedures; recommending new program initiatives to pursue and implement; recommending statewide training programs for problem solving court members.

Decisions referred include final authorization of programs' rules and policy changes by the Chief Justice, State Court Administrator, Presiding Judges, Supreme Court, and local Judges presiding over the courts.

CONTACT WITH OTHERS and PURPOSE

The incumbent has daily contact with program coordinators to provide direction, interpretation, information, and training regarding their daily functions. The incumbent has frequent contact with problem solving court team members to provide information and answer questions. The incumbent has frequent contact with the State Court Administrator to share information, provide statistical data and to seek authorization; and SCAO Division Directors, Chief Court Service

DIRECTOR OF PROBLEM SOLVING COURTS

Officers, the Judicial Branch Educator; and state and federal agency staff to provide information, seek clarification, and further the goals of the problem solving courts.

WORKING CONDITIONS

The incumbent works in a typical office environment. Monthly travels in-state visiting circuits problem solving courts and attending or providing training and meetings. Occasional out-of-state travel to attend training and meetings.

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills and Abilities:

Knowledge of:

- problem solving court operations and best practices;
- court and judicial system;
- UJS policies, procedures, and processes;
- problem solving court disciplines such as Drug, DUI, Veteran's, and Mental Health;
- budgeting fundamentals;
- collaboration abilities with non-UJS professionals.

Skill in:

- organizational and time management;
- project development and management;
- critical thinking.

Ability to:

- provide supervision, leadership, coaching, and mentoring to staff;
- manage expectations of UJS staff and problem solving court teams;
- develop and provide public presentations and training;
- be diplomatic, self-motivated, persuasive, decisive, consistent, and assertive;
- effectively manage highly stressful situations and remain patient and calm;
- research, administer, establish, and interpret rules, policies, guidelines, and procedures;
- act as liaison with other courts, executive branch, and outside entities to build networks and consensus and foster collaborative relationships;
- communicate in a clear and concise manner both orally and in writing;
- establish credibility and integrity;
- maintain confidentiality of records.

Education:

Bachelor's degree in psychology, sociology, criminal justice, public administration, or a related field.

DIRECTOR OF PROBLEM SOLVING COURTS

Experience:

Five (5) years of progressively responsible work experience in court administration or problem solving courts, and supervising staff; or an equivalent combination of related education and experience.

Preference will be given to successful completion of the Court Executive Development Program (CEDP) through the National Center for State Courts.