

**UNIFIED JUDICIAL SYSTEM  
POSITION DESCRIPTION**

**PROGRAM COORDINATOR**

**CLASS CODE: 99-61-41**

**POSITION PURPOSE**

Provides program support for South Dakota Interstate Compact cases across juvenile and adult probation for the Unified Judicial System and Department of Corrections, supports juvenile court operations, and coordinates treatment court program functions including records management and operational processes.

**DISTINGUISHING FEATURE**

This position ensures accurate, compliant Interstate Compact documentation for adult and juvenile cases, and provides ongoing program support for juvenile and treatment courts.

**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. Performs and monitors administrative duties associated with interstate compact for adults and juveniles (probation and parole) by auditing and processing transfer request packets, reporting instructions, and others' reports to ensure compliance with applicable rules and regulations.
  - a. Audits transfer request packets for mandatory materials, files materials with appropriate jurisdiction, and reports the same in the computer system.
  - b. Processes reporting instructions, files instructions with appropriate jurisdiction, and documents the same in the computer system.
  - c. Processes acceptance/rejection reports, files reports with appropriate jurisdiction, and documents the same in the computer system.
  - d. Audits all materials for compliance with interstate compact rules and regulations.
  - e. Provides information on procedures of the Interstate Compact program.
  - f. Assists with development and maintenance of computer systems related to interstate compact and community-based billing programs.
  - g. Assists field staff with computer problems, referencing Interstate Compact Offender Tracking System (ICOTS) and Uniform Nationwide Interstate Tracking for Youth (UNITY).
2. Notifies party states of juvenile runaways and coordinates arrangements for their return to comply with applicable federal and state laws and rules.
  - a. Obtains requisitions signed by juveniles voluntarily returning to their home states.
  - b. Contacts appropriate parties to initiate processes for filing requisitions for non-voluntary returns.
  - c. Makes contacts to initiate travel for juveniles' return to their home states.

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3. Prepares, distributes, and maintains files on contracts with community-based providers; and assists with recording and processing bills for payments to contracted providers.
  - a. Compiles and maintains records for juvenile and adult community-based programming services, including reporting requirements.
  - b. Audits court orders and billings for payments for adult and juvenile community-based programming services.
  - c. Processes adult and juvenile community-based vouchers for payment.
4. Provides Training for Court Services Officers on Interstate Compact for Adults and Juveniles.
  - a. Trains on the use of the Adult Interstate Compact for Adult Offender Tracking System
  - b. Trains on the rules that govern the Interstate Compact for Adult Offender Supervision
  - c. Trains on the use of the Interstate Compact for Juveniles Uniform Nationwide Interstate Tracking for Youth system.
  - d. Trains on the rules that govern the Interstate Compact for Juveniles.
5. Provides program support for adults, juvenile, and treatment staff by maintaining records, compiling data, and preparing reports.
6. Supports Treatment Court program operations through coordination of information, facilitation of communication, and maintenance of data systems to promote consistency, collaboration, and effective program delivery.
  - a. Coordinates treatment court orientation including preparing, distributing, and maintaining materials and records.
  - b. Assists with coordination, tracking, and organization of COMPASS-related materials, processes, and documentation.
  - c. Maintains organized filing systems and program records.
  - d. Compiles, formats, and finalizes correspondence, reports, and other documents.
7. Performs other work as assigned.

## **SUPERVISORY FUNCTIONS**

This position does not have supervisory authority.

## **ESSENTIAL FUNCTIONS REQUIRE**

Sitting for extended periods of time; operating office machines, such as a computer, telephone, copier, etc.; using hands for repetitive movement, including grasping, turning, and typing; lifting; and attendance in accordance with rules and policies. The incumbent is also required to work effectively with coworkers, other states' interstate compact staff, and the public; maintain confidentiality; manage stress; meet deadlines; and understand and communicate (verbally and in writing) procedures and practices.

## **PROBLEMS AND CHALLENGES**

Challenges include assisting multiple program areas including adult, juvenile, and treatment court. Also challenging is working with levels of jurisdiction that exist in the 50 states and three territories for interstate compact cases. This is challenging because each case event has a different set of variables affecting the movement of probationers; knowledge of these variables,

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and the ability to work within this type of framework is essential. Further challenged to process cases with accuracy and expediency, as nearly all cases are felonies and represent some type of public safety issue.

Problems include inconsistent, incomplete, or missing data and documentation across multiple systems that delay processing and require follow-up and troubleshooting; billing discrepancies requiring coordination with providers and staff; and challenges in supporting users and ensuring accuracy within complex data systems and interstate compact processes. These issues are compounded by the need to coordinate across diverse teams and external partners, maintain consistent onboarding and training across jurisdictions, and adapt to evolving program requirements while ensuring effective communication and collaboration.

### **DECISION-MAKING AUTHORITY**

Decisions include assigning transfer materials to appropriate jurisdictions and maintaining the information in computer systems; whether documentation including juvenile absconder information is complete and initiation of travel plans for their return; steps to pursue to correct bills and vouchers; and whether all information has been received to complete transfers or pay bills.

Decisions referred include issues involving interpretation of rules and atypical issues that occur when dealing with other states and statewide policies and procedures.

### **CONTACT WITH OTHERS and PURPOSE**

Daily contact with Chief Court Services Officers, Court Services Officers, Juvenile Corrections Agents, States' Attorneys, and interstate compact staff from among the 50 states and three territories regarding the processes for transfer and transport of probationers, and processes for return of absconders; and with division staff to provide program support and to assist with processes and procedures.

### **WORKING CONDITIONS**

The incumbent works in a typical office environment.

### **COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT**

#### **Knowledge, Skills, and Abilities:**

Knowledge of:

- interpret and apply federal and state rules and regulations;
- functions of the judicial system
- program coordination and documentation;
- data systems and reporting tools used to support program operations (e.g., case management and assessment systems).

Ability to:

- learn, comprehend, and apply program laws, rules, and processes;

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- learn methods for compiling, reviewing, and utilizing data to support program functions and decision-making;
- communicate, both orally and in writing, with a wide variety of people;
- review data for accuracy and completeness;
- learn online computer systems and assist field staff.

### **Education:**

Bachelor's degree in court services, behavioral or social science, or a related field; or an equivalent combination of related education and experience.