

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

INTERSTATE COMPACT COORDINATOR

CLASS CODE: 99-61-41

POSITION PURPOSE

Performs administrative support work for South Dakota Interstate Compact cases for juvenile probation, juvenile after care, and adult probation for both the Unified Judicial System (UJS) and the Department of Corrections (DOC); and provides administrative support to the Director of Court Services and staff to facilitate the flow of work through the unit.

DISTINGUISHING FEATURE

This position is distinguished by the consistent and correct completion of interstate compact administrative documentation for adult and juvenile compacts in accordance with applicable laws and rules.

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 administrative support for the Director of Court Services and staff by maintaining records, compiling data, and preparing reports; and assisting with office functions.
 - a. Prepares case accounting reports for UJS, DOC, Interstate Compact on Juveniles, and Adult Probation and Parole Compact.
 - b. Compiles management reports for Court Services Division.
 - c. Performs general office functions.
 - d. Records and transcribes meeting minutes for related commissions and committees.
5. 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 staffs, 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 working with levels of jurisdiction that exist in the 50 states and three territories. This is challenging because each case event has a different set of variables affecting the movement of probationers; knowledge of these variables, 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 encountered include missing documentation, which prevents completion of interstate compact transactions and the series of events necessary to acquire it; bills that are incorrect or do not have a contract on file, which requires contacting providers or court services officers to get the information needed; and assisting staff via telephone with the complex data systems and interstate compact processes.

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DECISION-MAKING AUTHORITY

Decisions include assigning transfer materials to appropriate jurisdictions and maintaining the information in computer systems; whether documentation for juvenile absconders 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.

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 administrative support and to assist with interstate compact 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;
- general office practices.

Ability to:

- learn, comprehend, and apply interstate compact laws, rules, and processes;
- communicate, both orally and in writing, with a wide variety of people;
- review data for accuracy and completeness;
- learn online computer systems and provide assistance in same to field staff.

Education:

Graduation from high school or possession of a GED certificate.

Experience:

Two (2) years of experience in a judicial or legal office, or general clerical experience; or an equivalent combination of education and experience.