

**CUYAHOGA COUNTY COMMON PLEAS COURT
GENERAL DIVISION – JOB DESCRIPTION**

Job Title: Drug Court Coordinator
Department: Special Dockets

Reports To: Drug Court Judge(s) and Administrator Specialized Dockets/Specialty Courts

Salary: \$80,204.80

SUMMARY

This is an unclassified position that serves at the pleasure of the Court. This position will be dedicated to the Common Pleas Court Drug Court program and will work extensively with the Drug Court judges, Specialized Dockets/Specialty Court Administrator and specialty court coordinators. The Coordinator's primary function is to oversee the assigned Drug Court program docket operations. The position recommends, plans, develops and coordinates the continuing implementation of the Drug Court Program. This position works closely with Court Administration, the Adult Probation Department, Treatment Alternatives to Street Crimes (TASC) and other specialty court dockets. This position will also work closely with community behavioral health providers and liaisons, county jail administration and medical staff, Department of Rehabilitation and Corrections Administration, law enforcement, and other criminal justice partners, including the Cuyahoga County Prosecutor's Office and Cuyahoga County Public Defender's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Oversee the daily operations of the Drug Court program assigned dockets while managing the Court's mission;
2. Maintain the assigned Drug Court program dockets Specialized Certification with the Ohio Supreme Court's Specialized Docket Commission, including, but not limited to, development and approval of documents, manuals, agreements and monthly statistical data;
3. Provide technical assistance in the administration of the assigned Drug Court program dockets and consult with the Drug Court Judge(s) on a wide range of organizational and managerial issues, including, but not limited to, Drug Court efficiency and internal and external quality assurance;
4. Continuous development and implementation of procedures and policies to improve the assigned Drug Court program dockets goals, measures, and outcomes; serving as the information data manager for the assigned Drug Court program dockets; maintaining data compliance for local or federal grants and Specialized Docket Commission data requirements; managing the information system, including development of the data collection protocol, designing/maintaining forms, and production of reports;
5. Manage and coordinate improvements of the assigned Drug Court program dockets' weekly sessions while ensuring best practices for Specialized Docket Standards are maintained by all team members; ensuring appropriate materials and documentation have been prepared for Court team meetings and hearings;
6. Work closely with assigned Drug Court program dockets team members and stakeholders to promote team integrity while assisting the Judge(s) in maintaining community support for necessary services and fostering continued collaboration between the criminal justice and community behavioral health agencies involved with the program by facilitating working groups, meetings, or collaborative events;
7. Monitor efficiency of the referral, screening and assessment procedure for the assigned Drug Court Program dockets through analysis, review of case flow, data collection, review of documentation for eligibility determination and assisting with the management of random drug testing procedures; communicating to courtrooms and parties regarding eligibility and status of referrals, denials and program acceptance.
8. Maintain court administrative files, and preparation and dissemination of program correspondences, required reports, policy and procedure manuals, participation handbook and agreement, brochures, and program statistical information for federal, state and local grant compliance and certification requirements;

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9. Communicate and consult with judges, bailiffs, court staff, public defenders, attorneys, prosecutors, probation officers, jail staff and the community;
10. Assist in the development and management of community services for program participants in need of assistance (employment counseling, behavioral health services, housing, education, health and income benefits, etc.); foster continued collaboration between the criminal justice system and treatment agencies involved with the program;
11. Assist in the development and management of the Court's general and advanced Drug Court Attorney Training series by providing local and national experts in the fields of substance use treatment, mental illness, and trauma-informed care;
12. Assist with the development and preparation of educational and community outreach presentations for Drug Court judges, team members, court staff, and community or agency stakeholders (e.g., assess training needs, identify training opportunities and attendance at trainings); and review relevant literature; including organizing and presenting at advisory board, external meeting and/or conferences.
13. Assist with preparation of original and updated content on the Court's Drug Court Program web page;
14. Coordinate and/or attend community outreach activities and events to establish professional networking contacts to improve the Drug Court program; including but not limited to prosocial programming. This may require some work beyond normal hours, including evenings and weekends.
15. Identify and pursue local, state, federal, community and private funding sources, in conjunction with the Corrections Planning Board to support the program while also providing assistance with oversight of contracts and Memorandum of Understanding between the assigned Drug Court programs and stakeholders;
16. Perform other duties as assigned.

The above statements describe the general nature and level of work performed by individuals assigned to this classification. They are not an exhaustive list of all duties. Other duties may be assigned.

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must demonstrate the following:

1. Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with Judges, staff, Court employees, attorneys, litigants, and the public while demonstrating time management, reliability and punctuality;
2. Superior organizational and management skills;
3. General knowledge of social service policies and procedures and of local social services, organizations, programs, and resources available;
4. Possess a working knowledge and understanding of alcohol and substance use disorders, mental illness, post-traumatic stress (PTSD), and criminogenic needs;
5. General understanding of Court operations and processes;
6. Ability to work independently with strong organizational skills and the ability to prioritize duties while managing multiple projects, docket responsibility and dynamic teams;
7. Experience and aptitude for building relationships with criminal justice and behavioral health partners while leading a dynamic team of professionals;
8. Knowledge of personal computers and software including spreadsheets, databases, presentation graphics, word processing, and some statistics; proficiency in typing and data entry skills and Microsoft Office applications (e.g., Access, Excel, Word); ability to learn and work with the custom software utilized within the department and the Court;

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- 9. Knowledge of outcomes evaluation, grant management, and strategic planning;
- 10. Knowledge of federal, state, and local laws affecting operation of the Drug Court programs;
- 11. Professional appearance and demeanor at all times.

EDUCATION and EXPERIENCE

Required: B.A. or B.S. degree from an accredited college or university plus three (3) years of criminal justice and/or treatment community related work experience. Knowledge of counseling techniques and applications; knowledge of basic statistics and program evaluation techniques; general knowledge of social service policies and procedures and of local social services, organizations, programs and resources available.

Preferred: Master's level degree in Behavioral Science, Criminal Justice Administration, Business or Public Administration, Counseling, Social Work, or related field(s), plus five (5) years of experience in managerial, upper level administrative, or supervisory capacity.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here represent those that an employee must meet to perform the essential functions of this job. This position requires dealing with persons in crisis, and the ability to remain calm and professional. The Coordinator meets with contacts both within a structured setting at Cuyahoga County facilities and at various outside agencies. The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires working in a Court environment with no unusual demands or exposure to hazardous situations. Frequent contact is made with judges, magistrates, Court employees, attorneys, clients, including those with mental health and developmental disability issues, and the public.

The normal hours of operation are from 8:30 AM to 4:30 P.M., Monday through Friday. This position will require some work beyond normal hours, including evenings and weekends, and attendance at Drug Court related events.

APPLICATION REQUIREMENTS

Proof of education and employment references will be required before final interview. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing for employment. Applicants must submit a letter of interest and resume by **4:30 P.M. on Friday, March 27, 2026**, to:

**Cuyahoga County Common Pleas Court
Gregory Popovich - Court Administrator
1200 Ontario Street
Justice Center - 11th Floor
Cleveland, Ohio 44113
(e-mail: infosys@cuyahogacounty.gov)**

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All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation may be available to qualified employees and applicants; please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216-443-8560.

Equal Opportunity Employer- Smoke-free and Drug-free Workplace

Visit the Court's website:

<https://cp.cuyahogacounty.us/court-information/employment/>

or

Cuyahoga County's website

www.cuyahogacounty.gov