

TITLE: **COURT ANALYST (Part-Time)**
(Provisional/Permanent)

DEPARTMENT: Justice Court

SHIFT: Monday, Tuesday and Thursday, 10:00 am – 2:00 pm
Wednesday, 9:00 am – 4:30 pm

WAGE: \$23.00/hour

DATE: May 27, 2022

DISTINGUISHING FEATURES OF THE CLASS

The person in this position will act as a case manager and resource coordinator for the Cheektowaga Drug and DWI Court with responsibilities including but not limited to, support of operations, case management, program development and community networking. The person in this position will help in coordinating community programs and graduation programs, recruiting candidates for the program, data collection, data entry, and reporting. Does related work as required.

TYPICAL WORK ACTIVITIES

Serving as a participant on drug court teams;
Attending drug court sessions and team meetings;
Preliminarily screening of potential drug treatment court participants;
Evaluating participants and making treatment and counseling recommendations to judges and court personnel;
Administering and monitoring drug/alcohol screening and testing such as urine drug screening (DDS) and alcohol sensor tests;
Arranging appointments and transportation for clients to and from the various treatment agencies;
Monitoring and obtaining updated reports with respect to participants and treatment providers;
Monitoring participants' progress and compliance;
Maintaining and updating case management records in both case files and computer systems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Strong computer skills and experience in substance abuse, counseling and assessments together with a working knowledge of the respective treatment communities; a general understanding of the criminal justice system; and work experience and/or knowledge of drug and/or alcohol treatment communities; work experience in drug treatment courts is desirable; familiarity with criminal court and/or family court; ability to interface with members of the judiciary and social service providers; experience in assessment and linkages to services; excellent written and oral communication skills, strong organization skills and ability to manage multiple projects simultaneously; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in sociology, psychology or a related field, and a minimum of three (3) years of counseling experience, with at least one (1) year dealing with counseling for chemical dependency.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting experience requirements.

Town residency is required.