

Coordinator of Specialty Court Initiatives for the Pima County Attorney's Office

The Coordinator of Specialty Court Initiatives for the Pima County Attorney's Office is responsible for programmatic coordination of all the problem-solving court projects led by the County Attorney, including the Consolidated Misdemeanor Problem Solving (CMPS) Court and felony Drug Treatment Alternative to Prison (DTAP) Program. This position reports directly to and works closely with the Chief Deputy County Attorney. Submit cover letter and resume by February 25, 2020 to Ms. Gaby Porfirio, Personnel Coordinator, 32 N. Stone Avenue, Suite 800, Tucson Arizona, 85701 or email (Gaby.Porfirio@pcao.pima.gov). Salary \$52,000 or greater depending on experience.

Job Duties:

- Convene multi-agency team meetings concerning the logistics and services associated with the County Attorney's specialty court initiatives, including CMPS Court, DTAP, and the Problem Solving Courts Collaborative
- Oversee contract implementation with service providers funded via grants supporting the County Attorney's specialty court initiatives
- Manage and administer several programmatic grants that fund various components of specialty court initiatives, including services for participants
- Collect, analyze, and report data to the County Attorney and to grant funders
- Prepare and submit complete and accurate grant reports containing well-written, accurate and thorough programmatic narratives and accurate and complete budget and expenditure data compiled in collaboration with finance unit staff in the County Attorney's Administration Division
- Coordinate and collaborate with managers of law enforcement deflection programs, pretrial services diversion programs, and County Attorney diversion programs
- Make public presentations regarding the County Attorney's Specialty Court Initiatives
- Other duties as assigned

Required Qualifications:

Associates Degree (Criminal Justice, Paralegal) or higher
Database management experience
Excellent interpersonal skills
Excellent presentation and public speaking skills
Excellent writing skills
Systems management and organization skills

Preferred Qualifications:

- Bachelor's degree or higher
- Experience in program administration, grants management, procurement, criminal justice, behavioral health, fiscal administration and oversight, contract management, data and statistics, and/or program evaluation
- General knowledge of drug courts or mental health courts and best practice standards, including how treatment providers interact with judges, attorneys, probation officers, law enforcement, as well as provide compliance information to the court
- General knowledge of behavioral health systems
- Capability of creating and giving PowerPoint presentations