



Lima Municipal Court  
P.O. Box 1529, Lima, Ohio 45802  
Phone: 419-221-5275 Fax: 419-998-5537  
*AN EQUAL OPPORTUNITY EMPLOYER*

David A. Rodabaugh  
Presiding Judge

Tammie K. Hursh  
Judge

POSTED: May 19, 2021  
SUBMISSION DATE: June 25, 2021

**Job Title:**

Treatment Court Services Coordinator  
Part-time Position @ 20 hours per week  
Per hour pay \$20.00

**Job purpose:**

To protect and improve the overall quality of life in our community through judicially supervised care and rehabilitation services for those individuals to enhance their likelihood of being accountable for their behavior and productive members of society.

**Duties and responsibilities:** Job Duties include, but are not limited to, the following:

- Conducts quality assurance at the direction of probation management and as required by funding sources
- Prepare and maintain written requests and other documents for access/distribution of grant funds
- Prepares and maintain all documentation, reports, and materials as directed
- Review and address participant needs by holding office appointments upon receiving referral
- Coordinate treatment court community service program
- Coordinate treatment court employment, housing, and education programs
- Seek out and engage additional community resources on an ongoing basis
- Communicate and mediate between outside agencies and treatment court participants to ensure prompt response to identified needs
- Conducts drug and alcohol screenings as needed
- Attend required training
- Perform other related duties as required
- Reports to and performs other duties and responsibilities as assigned by the Judges and/or Chief Probation Officer.

This is an “AT WILL” position. The person(s) employed by the Lima Municipal Court under this job classification serves solely at the pleasure of the Administrative Judge of the Lima Municipal Court and/or his/her designee. AT WILL positions may be terminated, modified without cause with

no recourse, totally upon the discretion of the Administrative Judge of the Lima Municipal Court and/or his designee.

*The aforementioned duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

#### **Knowledge, Skills & Abilities Required to Perform Essential Job Functions:**

- Must possess analytical skills/abilities, which include: Ability to assess situation, seek multiple perspectives and, if necessary, gather more information to arrive at an appropriate solution
- Must possess clerical/administrative skills/abilities, which include: Ability to prepare related reports as required; Ability to perform drug testing in a safe and secure manner
- Must possess computer/technical skill/abilities, which include: Ability to use personal computers and other office machines in order to prepare related reports as required
- Must possess written and oral communication skills/abilities, which include: Ability to communicate with individuals of varying intellectual, emotional and physical abilities; Ability to maintain confidentiality in regard to client information and records
- Must possess knowledge of the court system
- Performance of essential functions requires exposure to accused and convicted criminal offenders.

#### **Qualifications:**

- High School Diploma or GED
- Must have a valid driver's license and be able to pass a criminal background check

#### **Preferred Qualifications:**

- Associate degree in criminal justice and/or social work, sociology, psychology or related field
- Case Management, Chemical Dependency Counseling Assistant, or related certification
- Previous experience in case management or a related field

Interested applicants should apply by emailing a cover letter, resume and 3 professional references to [lisa.deters@cityhall.lima.oh.us](mailto:lisa.deters@cityhall.lima.oh.us)

Application materials will not be accepted after the submission date indicated above.