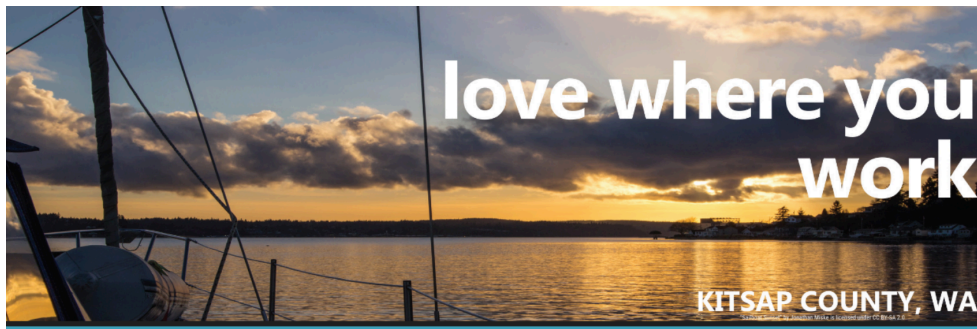


Kitsap County

TREATMENT COURT MANAGER

SALARY	\$90,810.58 - \$116,245.23 Annually	LOCATION	Port Orchard, WA
JOB TYPE	Full Time (40 hrs/wk)	DEPARTMENT	District Court
OPENING DATE	05/16/2024	CLOSING DATE	Continuous
FLSA	Exempt	BARGAINING UNIT	NON

OVERVIEW



KITSAP COUNTY DISTRICT COURT

District Court is seeking an experienced Program Manager to join our Treatment Court team!

You will be responsible for professional level planning, administration, and monitoring of all functions of the Treatment Court Programs and will coordinate treatment court activities involving the designated judges, attorneys, criminal justice officials, treatment professionals, County officials, the community, and the District Court Administrator.



We are looking for an experienced professional to supervise our treatment court staff and program. You must have recent supervisory or management experience, along with experience in the field of substance abuse treatment and criminal justice/court related experience. We are looking for excellent a leader with proven skills in team building, collaboration across all levels of an organization and excellent conflict management and communication skills.

The ideal candidate will have knowledge of the criminal justice system, including court rules and procedures, as it relates to Treatment Courts, release, and treatment procedures. In addition, the position requires knowledge of Federal, State, and local statutes, codes and regulations applicable to the treatment courts. Must have working knowledge of local community resources and agencies as well as relevant treatment services and public systems regarding chemically dependent participants.

This is an at-will, appointed position, and serves at the pleasure of the District Court Administrator.

Kitsap County is the best of all worlds!

Small communities, friendly people, and miles of waterfront -- It's a great place to live, work and play!

Kitsap County, located on the Kitsap Peninsula, is a short ferry ride across the Puget Sound from Seattle. The "natural side of Puget Sound," Kitsap is a beautiful place to live and experience spectacular vistas: over 200 miles of saltwater shoreline, snow-capped mountains, estuaries and lakes, and forests and parks. Communities -- from Bainbridge Island, Kingston, Poulsbo and Port Gamble to Silverdale, Bremerton, Port Orchard, Manchester, and Olalla -- feature entertainment venues, artists and specialty shops, and so much more.

Bounded on the west by the scenic Hood Canal, Kitsap County is also home to Kitsap Naval Base and Olympic College. The region offers abundant housing options and strong school systems. Residents can easily access major urban areas while experiencing an excellent quality of life in their home community. Kitsap's diverse cultural functions include theater and family concerts, as well as outdoor recreational opportunities such as hiking, biking, boating, fishing, and water skiing.

Kitsap County District Court

The **Kitsap County District Court** has jurisdiction over misdemeanors and gross misdemeanor crimes. These crimes carry a maximum penalty of 364 days in jail and/or a \$5,000 fine. The most common criminal charges include Domestic Violence (DV), Assault, and Theft. Criminal Traffic charges like Driving Under the Influence of Intoxicants (DUI) and Driving While License Suspended (DWLS) are filed into this Court. Traffic infractions including speeding, license tabs charges and equipment violations are also heard in this Court.

Probation Services of the District Court supervises offenders sentenced by the Court. Probation is a sentencing alternative to incarceration in jail. Referrals for treatment are made from this office. Probation Services monitors the offender's compliance with sentencing conditions set by the Court. These conditions might include No Contact Orders granted in cases of Domestic Violence or treatment for alcohol/ drug abuse ordered for DUI offenders.

The **Civil Division** processes Small Claims in amounts not exceeding \$5,000 and civil actions not exceeding \$100,000. It has jurisdiction over Unlawful Harassment petitions (neighbor disputes) and Protection Orders (family/ intimate partner matters). Petitions for name changes are also heard in District Court.

QUALIFICATIONS FOR PERFORMANCE OF THE ESSENTIAL FUNCTIONS

Successful applicants for this position will have:

- Bachelor's degree in Psychology, Criminal Justice, Human Services, Public Administration, or closely related field
- Five years of progressively responsible criminal justice, court services, and/or substance abuse related experience
- Two years of supervisory or lead experience

Preferred Education and Experience

- Recent (within the last five years) experience working in one or more multiple treatment court programs is preferred.
- Recent (within the last five years) experience administering Federal Department of Justice (DOJ) and/or Substance Abuse and Mental Health Administration (SAMHSA) grants is preferred.

Prior to employment, the successful candidate must:

- Submit official transcripts from an accredited college or university or business school, if education is being used to meet the minimum qualifications.

Criminal Conviction Standards:

- The successful incumbent will or may have unsupervised access to children under 18 years of age, a vulnerable adult, or a vulnerable person, or access to a secured/confidential facility or computer system(s). As a result, Kitsap County will be conducting an extensive criminal background check by law enforcement agencies, which may include fingerprinting.

1. Please review the following list of disqualifying crimes and negative actions to determine if you meet our standard for this position: <https://www.dshs.wa.gov/ffa/disqualifying-list-crimes-and-negative-actions>

Working Conditions/Physical Activities

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

- The duties in this position are performed primarily in an office setting utilizing standard office equipment
- Incumbents may be exposed to hostile individuals while in the courtroom setting

ILLUSTRATIVE EXAMPLE OF DUTIES

- Manages treatment court programs to assure successful achievement of individual program objectives and adherence to program goals.
- Implements the recommendations and objectives of the individual treatment court teams.
- Maintains and facilitates consistent communication with and among the various treatment court team members.
- Serves as key liaison for the treatment court programs and directs the resolution of inquiries, problems, complaints, or emergencies affecting availability or quality of services; responds to sensitive and complex inquiries or service complaints.
- Assigns, trains, supervises and evaluates the work of subordinate staff; advises and assists subordinates as necessary; participates in the selection of new employees and makes recommendations regarding the hiring, discipline, transfer and termination of subordinate employees.
- Analyzes program effectiveness and recommends improvements to existing services, equipment and operating systems; researches, analyzes and evaluates new developments in assigned area and works to expand existing program and services; develops and recommends new programs and program modifications.

OTHER POSITION RELATED INFORMATION

- **Who May Apply:** This position is open to the general public. Applications will be screened for qualifications and completion of all the required materials and forms. The most competitive applicants may be contacted for further steps in the selection process, which may include testing for office and computer skills.
- This position is classified as exempt from overtime under the Fair Labor Standards Act (FLSA)
- This position is non-represented and covered under the Kitsap County Personnel Manual. **Internal applicants should be aware that a change in union status or bargaining unit may impact your benefits and accruals. Please contact Human Resources if you have questions.**
- This position is classified as "at will". Incumbents continued employment is at the discretion of the Court Administrator or Presiding Judge.
- Kitsap County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic

information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations and ordinances. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please contact our Human Resources Office.

- This recruitment is being used to fill an existing open position and may be used to fill future openings for up to six (6) months.
- Work hours for this position are Monday – Friday, 7:45 a.m. – 4:30 p.m. Flexible hours are available, as approved by management.
- Only authorized employees and hiring authorities have access to the application materials submitted. Per RCW 42.56.250, all applications for public employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant are exempt from public inspection.

Benefits

At Kitsap County, we strive to take care of our team! Our employees are the greatest asset of Kitsap County, and we take pride in offering a highly competitive compensation and benefits package to all eligible employees.

County Paid Benefits Include:

Medical - Kaiser Permanente (HMO) or Aetna (PPO)

Dental - Delta Dental or Willamette

Vision – VSP

Flexible Spending Accounts (FSA)

Life Insurance – Basic, Accidental Death and Dismemberment (AD&D), Voluntary Term Life Insurance (VTL)

Disability - Short-term disability & Long-term disability

Voya Voluntary Insurance

Transportation incentives

Employee Assistance Program

Travel Assistance Program

Wellness program <https://spf.kitsapgov.com/hr/Pages/Wellness.aspx>

Benefits become effective on the first calendar day of the month following the month in which the employee is hired except if the employee's hire date is the first calendar day of the month, benefits begin on the day of hire. More information about employee benefits is available on the county's website at: <https://spf.kitsapgov.com/hr/Pages/Benefits.aspx> or the [Kitsap County Digital Benefits Guide \(Download PDF reader\)](#).

*Voluntary benefit options also available at the employee's expense

Retirement:

Employees are covered under the PERS retirement plan provided through the [Washington State Department of Retirement Systems](#) and Social Security.

Deferred Compensation (IRS Plan 457b): tax-deferred savings program

Holidays

11 paid holidays and 2 additional floating holiday per year

Vacation Leave

New employees are credited with 48 hours of annual leave upon hire and will begin accruing at the rate of 8 hours per month starting on their 7th month of employment. Employees may carry over 360 hours from one calendar year to the next. Annual leave accrual will increase upon tenure, as follows:

Upon completion of 3 years: 15 days per year (10.00 hours per month)

Upon completion of 5 years: 20 days per year (13.33 hours per month)

Upon completion of 10 years: 25 days per year (16.67 hours per month)

Sick Leave

All new hires will be credited with 48 hours of sick leave upon hire and will begin accruing at the rate of 8 hours per month

starting on their 7th month of employment. Employees may carry over 1200 hours from one calendar year to the next.

*****Part-time employees benefit contributions and leave accruals will be prorated*****

Current County Employees

If you are transferring or promoting into this position you are responsible for reviewing these benefit changes; prior to accepting a position. In addition, it is your responsibility to notify the Auditor's Payroll Division of a change in union status.

NOTE: This is a general overview of the benefits offered through employment with Kitsap County, and every effort has been made to ensure its accuracy. If any information on this document conflicts or is incorrect with the provisions of the Personnel Manual, applicable laws, policies, rules or official plan documents they will prevail. The Personnel Manual is available at: <https://www.kitsapgov.com/hr/Pages/Personnel-Manual-2019.aspx>

Agency

Kitsap County

Address

614 Division St, MS#23A

Port Orchard, Washington, 98366

Phone

360.337.7185

Website

<https://www.governmentjobs.com/careers/kitsap>

TREATMENT COURT MANAGER Supplemental Questionnaire

*QUESTION 1

(REQ-1) I certify that I have read the complete job classification for this position and I am able to perform the essential functions of this position, with or without reasonable accommodations.

- YES
 NO

*QUESTION 2

(REQ-2) I understand that all related experience must be listed under the Work Experience section of this application and that it must include a detailed explanation of my roles and responsibilities at each relevant employer. I also understand that resumes are not rated or reviewed for minimum and preferred qualifications and that an incomplete application or lack of details will disqualify my application. (Please note: The quality and completeness of the application will be considered in determining whether applicants will move to the next phase of the screening.)

- YES
 NO

*QUESTION 3

How do you meet the minimum qualifications of this position?

- Bachelor's degree in psychology, criminal justice, public administration, or closely related field, and five years of progressively responsible work in criminal justice, court services and/or substance abuse, which includes two years of supervisory or lead experience.
- Master's degree in psychology, criminal justice, public administration, or closely related field, and three years of progressively responsible work in criminal justice, court services and/or substance abuse, which includes two years of supervisory or lead experience.

- Nine years of progressively responsible work in psychology, criminal justice, court services and/or substance abuse, which includes two years of supervisory or lead experience.
- Education only
- No relevant experience

***QUESTION 4**

Do you have recent experience administering Federal Department of Justice and/or Substance Abuse and Mental Health Administration grants?

- Yes
- No

***QUESTION 5**

Please describe and give examples of your experience in court related and/or Mental Health program management.

***QUESTION 6**

Please outline your experience with developing operational policies and procedures and/or ensuring compliance and regulations are being met with Mental Health programs.

***QUESTION 7**

Do you have grant writing, grant management and reporting experience? If so, please explain.

* Required Question