



Treatment Courts Program Specialist

Saint Paul, MN, United States

JOB DESCRIPTION

Description

We are pleased to announce that the Statewide Programs Unit within the Court Services Division of the State Court Administrator's Office is looking for a talented Program Specialist for the state Treatment Court program. This is a new position at the Minnesota Judicial Branch.

The Program Specialist will conduct outreach, assess needs, develop plans, manage implementation projects, and support court certification for the 70+ treatment courts in Minnesota. This position will work closely with the statewide Treatment Court program team and with local courts and justice partners. The Program Specialist will support the Minnesota Judicial Branch's goal of expanding access to treatment courts within Minnesota.

Job Duties

The following are examples of major job duties expected for this position to perform.

- Conduct outreach to jurisdictions within the state of Minnesota without treatment courts;
- Develop a statewide plan for new and expanded access to treatment courts; develop a statewide plan for certification of operating treatment courts;
- Provide project management for new courts/courts in development;
- Facilitate communication with judges, coordinators, and external stakeholders;
- Ensure treatment courts follow Minnesota Judicial Branch implementation policies;
- Assist courts with certification process every biennium.

Typical Qualifications

Below are the past experiences that will enable success in the role. For education requirements listed, the equivalent number of years of related experience may serve as a substitute.

Minimum Qualifications

- Possession of a bachelor's degree from an accredited college or university in education, behavioral science, public, business, information technology, court administration, or related field.
- 3-5 years of experience in implementation, organizational development and/or project management.

Knowledge, Skills, and Abilities

- Thorough knowledge of the theory, principles, and practices of court administration.
- Considerable knowledge of the organization, service programs, staffing patterns, and financial/human resource administration of trial courts.
- Considerable knowledge of project planning, implementation, and evaluation techniques.
- Ability to lead employees on projects in a manner conducive to high moral and productivity.
- Ability to support, lead, and advise task forces, and committees.
- Ability to assist in the implementation of the judicial branch strategic plan.
- Ability to write grant proposals.
- Ability to design and conduct research projects.
- Ability to plan and conduct meetings.
- Ability to direct projects effectively.
- Ability to prepare reports and communicate effectively, both orally and in writing.

Preferred Qualifications

- Graduate degree in public administration, court administration, or business.
- Familiarity with best practices for treatment courts, including standards set by All Rise (formerly The National Association of Drug Court Professionals).
- Experience working with or in a treatment court setting.
- Project management certification.

Salary

The expected starting salary range for external candidates is \$39.68 - \$50.60 per hour (\$82,852 - \$105,653 annually). The full salary range for this position is \$39.68 - \$61.52 per hour (\$82,852 - \$128,454 annually). This position is exempt under the Fair Labor Standards Act and is eligible for State of MN employee benefits.

Employee Benefits

The Minnesota Judicial Branch cares about and invests in you as an employee. Because of that, we offer affordable yet competitive benefits to support you and your family's wellbeing. Our comprehensive benefits package for eligible employees includes health and wellness benefits, enhanced fertility benefits, short- and long-term disability, pension, paid parental leave, tuition reimbursement, and more. The employee-paid premium for a full-time employee with single coverage is only \$39.66/month for the Minnesota Advantage Health Plan and \$13.48/month for the Dental Plan. [Click here](#) to learn more about the benefits we offer.

Minnesota Judicial Branch employees may also be eligible for the Public Service Loan Forgiveness program. This federal program allows qualified individuals to have their loans forgiven after meeting certain requirements working in public service. You can learn more about this program from the Minnesota Office of Higher Education and the office of Federal Student Aid.

Position Logistics

This full-time position is classified as Court Operations Analyst II. The position will typically work normal business hours Monday through Friday, with occasional hours outside normal business required. This work will be conducted in a hybrid environment with 3-4 days per month in person at the Minnesota Judicial Center in St. Paul, Minnesota. Additionally, business travel is required 10-12 times each year.

To Apply: Visit www.mncourts.gov/careers. Complete and submit your online application with cover letter and resume attached by July 21, 2024, at 11:59 p.m. All employment offers are contingent upon satisfactory results of our background check processes.

Interview Dates

First Round interviews will be held virtually the week of July 29th. Second Round interviews will be held in-person

at the Minnesota Judicial Center in Saint Paul in mid-August. This position has an expected start date of September 4, 2024.

Why Work for Us?

Minnesota Judicial Branch employees consistently express pride in their public service and in the quality of programs and services provided to customers, as well as appreciation for the teamwork and collaboration that is promoted within the MJB.

We celebrate and are committed to the principles of diversity and inclusion, and actively seek and value diversity in professional background and cultural characteristics. We are intentional and mindful about the organizational culture we are building, seeking broad-minded individuals with robust capabilities who value supporting one another's growth.

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It is the policy of the Minnesota Judicial Branch that all decisions regarding employment are made without discrimination on the basis of disability. Please let us know if you need a reasonable accommodation for a disability to participate in the employee selection process by contacting HR, nicole.zappa@courts.state.mn.us.

The Minnesota Judicial Branch is an Equal Opportunity Employer. It is the policy of the Minnesota Judicial Branch that all decisions regarding recruitment, hiring, promotions, and other terms and conditions of employment be made without discrimination on the grounds of race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age. We value and encourage applicants from diverse backgrounds.

ABOUT US

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Equal Employment Opportunity

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Internal Applicants

If you are a current employee of the Minnesota Judicial Branch, please apply to open positions conveniently through your Oracle account by visiting Opportunity Marketplace - Browse Opportunities.

[APPLY NOW](#)

JOB INFO

Job Identification	204
Job Category	Court Careers
Posting Date	06/28/2024, 02:02 PM
Apply Before	07/21/2024, 11:59 PM
Locations	 25 Rev Dr Martin L King Jr Blvd, St Paul, MN, 55155, US
Min Salary	39.68
Mid Salary	50.60
Max Salary	61.52
Remote or Hybrid Eligible	Yes - Hybrid
Job Type	Standard



MINNESOTA JUDICIAL BRANCH HOMEPAGE