

## **First District of Idaho Position Description**

**Title:** First Judicial District Domestic Violence Court Coordinator  
**Effective Date:** June 1, 2017  
**Annual Salary:** \$56,650.00

The Domestic Violence Court Coordinator assists the district court in the improvement of the justice system response in enhancing victim safety and improving offender accountability in domestic violence cases. The Domestic Violence Court Coordinator also assists in the effective operations, continuous quality improvement, and outcomes evaluation of the Domestic Violence Court program within the District.

**Major Duties and Responsibilities** (The examples provided do not cover all of the duties which the Domestic Violence Court Coordinator may be required to perform):

- Develops and strengthens relationships within the district and Domestic Violence Court stakeholders to enhance victim safety and offender accountability.
- Facilitates the Domestic Violence Court Treatment Team.
- Assists the judges presiding over Domestic Violence Court with facilitation of the Domestic Violence Court Implementation and Oversight Team.
- Coordinates with local domestic violence agencies that provide safety planning, victim services, resource and referral to victims and other programs.
- Coordinates & assists with monitoring of offenders for compliance with treatment programs and collaborates with local treatment providers to track offender compliance.
- Supports and provides leadership in the development and implementation of the District's Domestic Violence Courts.
- Researches and promotes best practices and collaborates with colleagues and stakeholders to enhance and improve domestic violence court practice in the district.
- Conducts and/or implements program evaluation by developing data collection protocol and evaluation forms for ongoing evaluation of the District's domestic violence courts to monitor and evaluate program effectiveness.
- Compile and presents statistical data and reports upon request of the Statewide Domestic Violence Court Manager.
- In coordination or communication with the Statewide Domestic Violence Court Manager, identifies and applies for potential sources of new funding including regional partnerships as well as local and federal grant opportunities.
- Identifies areas of needed domestic violence training for key stakeholders in the District and works with the Statewide Domestic Violence Court Manager to obtain relevant training to enhance domestic violence court practice.
- Develops and maintains domestic violence court forms\* and resources for victims and offenders. \*Not to include statewide approved forms.
- Attends relevant trainings, Domestic Violence Court Coordinator meetings, and statewide conferences.
- Research and implement and/or manage innovative programs and best practice tools.
- Supports local task force initiatives that enhance domestic violence court and a coordinated community response within the district.
- In coordination or communication with the Statewide Domestic Violence Court Manager, support or convene special planning activities (i.e. local/national site visits.)

- Collaborate with Family Court Services, court assistance offices and other court services, to coordinate services for all members of families involved in domestic violence courts.
- Works with Statewide Domestic Violence Court Manager, Trial Court Administrator and magistrate judges as needed to address issues and concerns relating to the District's Domestic Violence Courts.
- Promotes and provides training, outreach, and education regarding Domestic Violence and Domestic Violence Courts.
- Provides guidance to the presiding Domestic Violence Court Judges, Administrative District Judge, and Trial Court Administrator in understanding and applying state policies and guidelines for domestic violence courts.
- Assists Domestic Violence Court Judges and assigned court clerks with case information and coordination of all cases relating to families in domestic violence courts.
- Develops and maintains written policies and procedures to guide the operations of the District's Domestic Violence Courts in compliance with statewide policies, guidelines, best practices, and resources of the District.
- Monitors the effectiveness of victim and offender services and provides recommendations to the Domestic Violence Court Implementation and Oversight Team to expand and enhance services to victims and offenders as necessary.
- Monitors and maintains the District's Domestic Violence Court budget in coordination with the Trial Court Administrator.
- Manages and tracks funding and contractors for local and federal grant programs.
- Provides other services as required.

#### **Knowledge, Skills, and Abilities**

- Knowledge of domestic violence dynamics, the effects of domestic violence on victims, children, and the community.
- Knowledge of victims' resources and needs.
- Knowledge of the criminal justice system and the civil legal process.
- Knowledge of domestic violence court models and the problem-solving court model in general.
- Knowledge of current research regarding effective domestic violent offender intervention and treatment.
- Ability to work with victims and offenders in a non-judgmental, supportive, and effective manner.
- Knowledge of principles of delivery of adult education and training.
- Ability to review, interpret, and apply Idaho statutes.
- Ability to organize project elements, construct project management timelines, monitor project progress, and adhere to timelines.
- Ability to both accept direction and to initiate and sustain work efforts without close supervision.
- Ability to facilitate multidisciplinary workgroups and related committee work projects to support planning and evaluation activities and other special projects.
- Ability to express ideas and communicate suggestions and recommendations clearly and concisely, both orally and in writing.
- Ability to establish effective and cooperative working relationships with judges, members of the legal and mental health community, court staff, state agencies, and others.
- Ability to analyze complex issues and data and develop feasible solutions.
- Ability to work independently with very little direction and prioritize and manage time well; organize work in order to meet deadlines of multiple projects and achieve desired work results.
- Ability to work with diverse groups and individuals while pursuing common goals.
- Ability to negotiate, generate alternative options for problem solution, and develop consensus solutions or plans among competing stakeholders.
- Ability to conduct program planning, development, implementation, and evaluation.
- Ability to utilize accepted domestic violence assessment tools to establish level of risk, treatment plans, and needed resources.

## **Minimum Qualifications**

- An advanced degree, such as a Master's Degree in Criminal Justice, Public Administration, Psychology, Social Work, Counseling, Court Administration; Juris Doctorate, or other related advanced degree; Licensure in the state of Idaho is preferred.
- Five years experience working with offenders, victims, and families in the court;
- Three years program management; five years' experience preferred.
- Direct experience working within the court system is preferred.
- Additional years of education or experience may substitute for minimum qualifications.
- Experience with Microsoft Word, Excel, Office and SharePoint.

## **Special Note**

This position is funded through a federal grant through September 30, 2018. If funding is not available, the position may be subject to a reduction in hours or termination. In addition, you must be able to pass a national criminal background check.

## **Application Instructions**

If interested in being considered for this position, please complete the attached application and supplemental questions and submit them, along with you cover letter and resume to [jmeserve@kcgov.us](mailto:jmeserve@kcgov.us) or to Ms. Janet Meserve, Family Court Manager, First District of Idaho, Kootenai County Justice Building, 324 West Garden Avenue, Coeur d'Alene, Idaho, 83814. Application packets must be received by May 15, 2017, at 5:00 p.m.

## **SUPPLEMENTAL QUESTIONS**

**To help us understand your prior experiences, as well as your written communication abilities, please answer the following questions:**

1. Describe your experience in the assessment or treatment of individuals with domestic violence related matters.
2. DV Courts involve not only domestic violence but also substance abuse and mental health issues. Please describe what knowledge and/or experience you have in these areas.
3. Describe any professional experience you have had working in the court and criminal justice system.
4. Describe your experience in coordinating or supervising a program or group with significant interdisciplinary or interagency operation and one example of your experience in facilitating such a group.

## Bonner County Application for Employment

### An Equal Opportunity Employer

To be considered an applicant, you must complete this form. A resumé and cover letter may also be attached. Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for your signature.

<b>Personal Information:</b>					
Name:					
	Last	First	Middle	Other Names Used	
Address:					
	Street	City	State	Zip	
Telephone:					
	Home	Cell	Message		
Email Address:					
Webpage Address(es):					
<b>Position Applying For:</b>					
Job Title:			Where did you see the job advertised:		
Are you applying for:		What shifts will you work?		May We Contact Your Present Employer?	
F/T	P/T	Temp/Seasonal	Days	Nights	Yes      No
Available Start Date:			Are at least 18 years old?      Yes      No		

Are you legally eligible to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Federal Law requires proof of identity and employment authorization for all new employees.)				
Do you have a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/> State: _____ Driver's License Number: _____				
Do you have a CDL? Yes      No      If yes, what endorsements? _____				
<u>School</u>	<u>Name</u>	<u>Location</u>	<u>Diploma, Degree &amp; Major</u>	<u>Graduated?</u>
High School				
College				
Other (Business, Vocational, Military)				

**Employment History** (Please Start With the Most Recent — Use Additional Paper as Necessary):

Employer:			
Address:			
Street	City	State	Zip
Telephone:		Supervisor Name:	
Dates From:	To:	Final Rate of Pay:	
Position Held:			
Primary Duties:			
Reason for Leaving:			

**Next Employer:**

Employer:			
Address:			
Street	City	State	Zip
Telephone:		Supervisor Name:	
Dates From:	To:	Final Rate of Pay:	
Position Held:			
Primary Duties:			
Reason for Leaving:			

**Next Employer:**

Employer:			
Address:			
Street	City	State	Zip
Telephone:		Supervisor Name:	
Dates From:	To:	Final Rate of Pay:	
Position Held:			
Primary Duties:			
Reason for Leaving:			

**Technology Skills (List All Skills & Software Applications You Have Experience Using):**

Word Processing:  
 Spreadsheet:  
 Other Software:  
 Database:  
 Microsoft Office? Yes  No  PowerPoint? Yes  No

Scanner? Yes  No  Copier? Yes  No   
 10 Key Calculator Yes  No   
 Digital Phone Systems? Yes  No

Explain Internet Skills, Including Email Usage:

Professional Licenses or Certificates Held:

**Military**

Are you a veteran or family member who qualifies for and are claiming preference pursuant to Idaho Code § 65-503 or its successor? Yes  No  (If Yes, fill out Page 5 of Application & attach proper documentation)  
 Have you previously claimed such preference? Yes  No

**Personal Reference (Please list the names of three (3) persons not related to you by blood or marriage.)**

Name: \_\_\_\_\_  
 Last First Middle  
 Address: \_\_\_\_\_  
 Street City State Zip  
 Telephone: \_\_\_\_\_  
 Home Other  
 Connection To You (i.e. friend, co-worker): Occupation: Years Known:

**Personal Reference**

Name: \_\_\_\_\_  
 Last First Middle  
 Address: \_\_\_\_\_  
 Street City State Zip  
 Telephone: \_\_\_\_\_  
 Home Other  
 Connection To You (i.e. friend, co-worker): Occupation: Years Known:

**Personal Reference**

Name: \_\_\_\_\_  
 Last First Middle  
 Address: \_\_\_\_\_  
 Street City State Zip  
 Telephone: \_\_\_\_\_  
 Home Other  
 Connection To You (i.e. friend, co-worker): Occupation: Years Known:

TODAY'S DATE: \_\_\_\_\_

Have you ever been charged with a crime regardless of the outcome or regardless of the disposition (other than a minor traffic infraction)?      Yes     No

If yes, please provide details including the date of the charge, the crime that you were originally charged with, the ultimate disposition of the charge, the sentence received and the court handling the case.

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Are you related by blood or marriage to any person now employed by Bonner County?      Yes     No

If yes, give name and relationship to you:

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### CERTIFICATION

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment may be terminated.

I understand and agree that, if hired, my employment is for no definite period and either Bonner County or I may terminate our relationship at any time, and that this employment application does not constitute an employment contract.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

IT IS THE POLICY of Bonner County to provide equal opportunity in all terms, conditions and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, gender or age (unless a bona fide job requirement) or the presence of any disability. Reasonable accommodations will be made for the disabled persons.

IT IS THE POLICY of Bonner County that all offers of employment are contingent upon applicant successfully taking and passing a drug/alcohol screening.

**VETERAN'S PREFERENCE**

**If you are NOT claiming Veteran's Preference, please initial here \_\_\_\_\_ and proceed to the next page.**

Per Idaho Code, Title 65, Chapter 5, Bonner County will afford a preference to employment of veterans. In the event of equal qualifications and experience between candidates for an available position, a veteran who qualifies will be preferred. If claiming veteran's preference, please complete the information below and attach a copy of your DD-214 to this application.

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(Reference Idaho Code, Title 65, Chapter 5, and 5 U.S.C. § 2108)

The term "active duty" means full-time duty in the Armed Forces, but NOT active duty for training.

**Part 1. Preference Eligible Veterans:**

I have a service-connected disability of 10% or more.

I am the spouse of an eligible disabled veteran, who has a service-connected disability.

I am the widow or widower of an eligible veteran and have remained unmarried.

I do not meet any of the selections above, but I served on active duty in the armed forces of the United States for a period of more than one-hundred eighty (180) days and was honorably discharged.

**Part 2. Documentation & Signature:**

By my signature, I certify that all statements on this form are true and complete to the best of my knowledge. I understand that should an investigation disclose inaccurate or misleading answers, my application may be rejected and my name removed from consideration for employment with Bonner County.

I have attached a copy of my DD-214. Veteran's preference will not be considered without this document.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

DATE: \_\_\_\_\_

MAY WE CONTACT YOUR PRESENT EMPLOYER?     Yes     No



TODAY'S DATE: \_\_\_\_\_

I, \_\_\_\_\_, an applicant for employment with Bonner County, do hereby authorize a review of and full disclosure of all records or information concerning myself to any duly authorize agent of Bonner County, whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of all records and information of educational institutions; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, either criminal or civil, in which I have, or have had any interest or involvement.

I understand that any information obtained during any personal history background investigation which is developed directly or indirectly, in whole or in part, upon this authorization will be considered in determining my suitability for employment by Bonner County. I hereby agree that any person(s) or entities who may furnish such information concerning me shall not be held liable for providing this information; and I do hereby release said person(s) and entities from any and all liability which may be incurred as a result of furnishing such information.

I further authorize that a photocopy of this signed release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

\_\_\_\_\_  
Signature

DATED: \_\_\_\_\_

Printed Name, including all names I have previously used or been known by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_