



## Prince George County, Virginia Coordinator IV, Drug Court

<b>SALARY</b>	\$52,789.00 - \$84,462.00 Annually	<b>LOCATION</b>	County of Prince George, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	DCC112023
<b>DEPARTMENT</b>	CIRCUIT COURT	<b>OPENING DATE</b>	11/14/2023
<b>CLOSING DATE</b>	Continuous		

### Essential Functions/Typical Tasks

Prince George County is currently seeking qualified applicants for the position of Coordinator IV, Drug Court. This position is responsible for planning, implementing and monitoring the day-to-day activities of the Drug Court to ensure compliance with key components of Drug Courts and best practice standards.

For a full job description, please click [here](#). (Download PDF reader)

### Qualification Requirements

Thorough knowledge of the office methods, procedures and practices of a Virginia Court; thorough knowledge of business English, spelling and office management; ability to perform a considerable volume of detailed financial record work. Requires knowledge of and experience with project management, budget preparation, grant writing, ancillary service development, problem-solving court principles, substance use disorders, and serious mental illness. Possess general knowledge of human behavior, social science and rehabilitative techniques and objectives. Possess the ability to establish and maintain positive working relationships with Community Corrections, Judges and Courts, legal, law enforcement, clients, victims, families and the general public.

### Special Requirements

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in criminal justice, public administration, sociology, psychology, counseling or some related field desired. A minimum of five years of experience in human services/criminal justice field required. General knowledge of Drug Courts, the criminal justice system, substance use disorder, serious mental illness, and community based service providers required. Specific management experience in problem solving courts or community corrections is a plus. Demonstrated willingness and ability to accept significant responsibilities and duties.

### Additional Information

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Completion of DCJS basic skills. Possession of VCIN certification within 6 months from the date of hire.

To apply online visit our website at [www.princegeorgecountyva.gov](http://www.princegeorgecountyva.gov). To be considered for this position, applicants must fill out a County application which can be completed online. For additional information, please call (804)722-8669. EOE.

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**Agency**

Prince George County, Virginia

**Address**

Prince George County  
6602 Courts Drive  
Prince George, Virginia, 23875

**Phone**

804.722.8669

**Website**

<http://www.princegeorgecountyva.gov/>

**Coordinator IV, Drug Court Supplemental Questionnaire**

**\*QUESTION 1**

**How long have you worked in the Human Services or Criminal Justice field?**

- less than 5 years
- 5-7 years
- more than 7 years

**\*QUESTION 2**

**Do you have experience working within the treatment team of a Drug Court or other treatment court?**

- Yes
- No

**\*QUESTION 3**

**How many grant proposals have you drafted?**

- None
- 1-5
- 5-10
- more than 10

\* Required Question