

## CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE

DATE: Wednesday, January 8, 2020

TIME: 1:00 PM

LOCATION: Courthouse  
Room 115  
400 Market St.  
Wisconsin Rapids, WI

1. Call meeting to order
2. Declaration of quorum
3. Public comments
4. Approve minutes from previous meeting
5. Discussion of timeline and setting groundwork for the position
6. Discussion on tour/visit of other existing WI County diversion courts
7. Discussion on next steps
8. Future agenda items
9. Set date for next meeting
10. Adjourn

## **Criminal Justice Coordinator Questions**

### **Wood County Position Specific:**

Will the position be a stand-alone position or under another department?

If the position is a stand-alone department who will prepare the 2021 budget?

If the position is placed under another department, which department is appropriate?

Where will the Coordinator's office be located?

Where will the funding come from for office supplies, computer, copier and phones?

Who will do the accounting and request reimbursement from the State/Federal Government?

Does information need to be presented to J&L and the full County Board? If so who will do the presentation?

What courts or diversion program(s) will be established 1<sup>st</sup> and when?

Will the Criminal Justice coordinator take over drug court and if so, when?

Should the committee have specific questions established for out-of-county tours and meetings with Justice Coordinators?

Are there any grant opportunities for 2021 funding?

What is the deadline to apply for grants for possible 2021 funding?

Who will apply for the grants based on the timelines?

### **HR Perspective/Questions**

Develop Interview Questions

Establish a timeline for job posting; interviews; hiring

Does the job description need to be reviewed by the committee for edits or updates?

Who will conduct the interviews for the position?

## **Criminal Justice Coordinator Recruitment Timeline**

Dates	Action
Monday, April 27 <sup>th</sup> - Sunday, May 10 <sup>th</sup>	Position posted on various recruitment websites
Monday, May 11 <sup>th</sup> - Friday, May 15 <sup>th</sup>	Committee reviews applicants; chooses candidates to interview
Monday, May 18 <sup>th</sup>	HR contacts candidates; interviews scheduled
Monday, May 25 <sup>th</sup> - Friday, June 5 <sup>th</sup>	Interviews conducted; final candidate selected
Monday, June 8 <sup>th</sup> - Wednesday, June 10 <sup>th</sup>	References conducted; offer letter prepared
Thursday, June 11 <sup>th</sup> - Friday June 12 <sup>th</sup>	Offer made; upon acceptance scheduled drug screen, verify degree/obtain transcripts, and background check
Monday, June 15 <sup>th</sup> - Friday, June 26 <sup>th</sup>	Official two-week notice period
Monday, July 6 <sup>th</sup>	Start date

## **Criminal Justice Coordinator Interview Questions**

1. After learning about the Criminal Justice Coordinator position, what specifically peaked your interest and prompted you to apply for the job?
2. Please describe your education and work experience. Be specific and elaborate on the skills, accomplishments, knowledge and talents you possess that are relevant to this position.
3. What is your experience with regard to the Criminal Justice System?
4. Tell us about a time you made a tough ethical decision.
5. Give an example of how you carefully considered your audience prior to communicating with them. What factors influenced your communication?
6. Describe a time when you were successfully able to overcome a communications barrier.
7. Tell us about an experience in which you dealt with a highly upset or highly emotional customer. What was the situation and how did you handle it?
8. Have you ever found yourself with more on your plate than what you felt you could handle? How did it work out and what did you learn from it?
9. Explain a time that you had to sift through a lot of information to uncover the relevant information.
10. Tell us about a long-term project that you were responsible for that required you to communicate with numerous people and departments.

11. (Describe Wood County's current status of having a Drug Court and its desire to add additional diversion courts.) How would you start this project? Who should be on the project team? Why? What do you think are the biggest risks for this project? What control measures or techniques would you put in place to overcome these risks?
12. What have you done when faced with an obstacle to an important project? Provide an example.
13. Give an example of when you used analytical techniques to design solutions to solve problems.
14. Give an example of a time when you had to engage in future planning.
15. Tell me about a career goal that you have accomplished and why that was important to you.
16. What strengths did you rely on in your last position to make you successful in your work?
17. How would your co-workers describe your work style or habits?
18. Have you ever had to champion an unpopular change? What was the situation, and how did you handle it?
19. What kinds of experiences have you had working with others with backgrounds different from your own?
20. Tell me about a time you worked on a cross-functional team. Were there different challenges compared to a departmental-task team?
21. Add Court-related or position related technical questions?
22. Why should we select you as the top candidate for this position over your competition?
23. Describe what you see as your strengths related to this job or position. Describe what you see as your weaknesses related to this job or position.
24. Is there anything else you would like us to know about you that will aid us in making our decision?

# WOOD COUNTY

## JUSTICE COORDINATOR

<b>Name:</b>		<b>Department:</b>	Criminal Justice
<b>Position Title:</b>	Justice Coordinator	<b>Pay Grade:</b> 10	<b>FSLA:</b> E
<b>Reports To:</b>	Judicial & Legislative Committee	<b>Job Classification:</b>	Justice Coordinator
<b>Date:</b>	January 2020	<b>Job Code:</b>	TBD

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### **GENERAL FUNCTION**

Under the guidance of the Judicial & Legislative Committee and in coordination with the Criminal Justice Taskforce, the Justice Coordinator provides coordination for alternatives to incarceration programs, diversion programs, grant writing, and manages the contract for the Drug Court Coordinator.

### **SUPERVISES**

No direct supervisory responsibility. This position oversees one contracted position of Drug Court Coordinator.

### **RESPONSIBILITIES**

1. Develops and coordinates the planning and implementation of Criminal Justice Taskforce initiatives and activities.
  - a. Attends the Criminal Justice Taskforce meetings and works collaboratively with the CJT and its partners to coordinate development of a strategic work plan, policies and procedures that are updated periodically, consistent with the CJT mission and goals.
  - b. Implements goals, priorities, work plans, programs and organizational structures of the CJT by working collaboratively with the CJT and multiple County departments at varying levels of management.
  - c. Recommends changes and improvements to criminal justice practices and procedures in Wood County to the CJT, incorporating concepts of continuous quality improvement and implementation of evidence-based best practices.
  - d. Monitors CJT work plan and provides progress reports to CJT.
  - e. Obtains and analyzes data and information on existing Wood County criminal and juvenile justice programs, including alternatives to incarceration programs.
  - f. Recommends programmatic, policy, procedural or legislative changes based on the analysis of data, opinion surveys, and summary or historical research.

- g. Studies and develops methods to coordinate the availability and development of resources, facilities, and services that are required for, or offered by, the CJT and its programs.
  - h. Researches and analyzes critical issues identified by the CJT and recommends and develops documentation, policies, procedures, and materials in conjunction with the CJT and its committees and subcommittees.
  - i. Develops program collaboration performance measures and evaluation standards for the programs coordinated by the CJT.
  - j. Prepares operational and statistical reports to support recommendations.
  - k. Promotes, evaluates, and facilitates consumer and stakeholder involvement.
  - l. Makes oral and written presentations to the CJT, Judicial & Legislative Committee, and the community.
2. Research and define other Diversion Courts that would benefit Wood County residents, with a focus on veterans, mental health, and OWI courts as well as pretrial incarceration programs.
    - a. Present research findings and recommendations to the CJT.
    - b. Manage the implementation of additional Diversion Courts, as directed by CJT.
  3. Manages the contract for the Drug Court Coordinator (contracted position) with selected vendor.
    - a. Participates in discussions with the CJT and makes recommendations regarding the contract terms and annual renewal of the contract.
    - b. Provides regular communication, guidance, and feedback to the Drug Court Coordinator and participates in collaborative discussions to improve upon the program and services.
  4. Provides professional consultation for CJT and other governing committees and subcommittees as necessary.
    - a. Assists CJT Chair and committee chairpersons with the development and posting of agendas, meeting minutes and other correspondence.
    - b. Attends all relevant meetings.
    - c. Ensures compliance with Open Meetings and Open Records Laws.
    - d. Represents the CJT, as directed, in all coordinated justice system planning and data collection efforts and at local and state committee meetings, and at local and national seminars.
  5. Acts as a community and department liaison and collaborates with governmental, judicial and private agencies to coordinate services and assist in the resolution of problems, questions or requests related to services provided.
  6. Works with the CJT to analyze business and automation needs:
    - a. Participates in researching and evaluating alternatives and joins in making recommendations for needed equipment and software.

- b. Assists in development and management of the design and functionality of various department website pages and databases.
- 7. Administers the CJT's fiscal operations and reporting systems:
  - a. Oversees the record-keeping procedures of the CJT, ensuring accurate and timely fiscal reporting.
  - b. Prepares, monitors and justifies departmental budget.
  - c. Monitors performance measures to assure receipt of the highest levels of performance-based funding.
  - d. Assists programs in preparation and coordination of annual budget documents and requests, including analysis of program revenue and expenditure data and projections.
- 8. Directs the preparation and negotiation of request for federal, state and private grants:
  - a. Researches funding options and prepares and submits grants in a timely fashion.
  - b. Coordinates grant preparation and submission among requesting County departments.
- 9. Receives and forwards complaints and other types of disputes regarding program services to appropriate parties.
- 10. Performs other related duties as required or assigned.

### **EXPERIENCE, TRAINING, QUALIFICATIONS**

A Bachelor's Degree in Social Work, Sociology, Criminal Justice or related field is required. Two to three year's experience, or a combination of experience, in related fields of criminal justice, social work, counseling, sociology or psychology. Possession of a valid driver's license, as well as a licensed and insured automobile are required as a condition of employment, or transportation immediately available to candidate. Basic everyday living skills, the ability to understand and follow directions (Criminal Justice Taskforce and Wood County Circuit Court procedures and protocol, statutory requirements, etc.), and reading and writing is necessary. Ability to communicate orally and in writing with individuals and groups. Ability to maintain confidentiality.

Common business office machines used: computer equipment, telephone, calculator, copy machine and FAX machine.

### **PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS**

Over seventy-five percent (75%) of the time is spent sitting, talking and hearing. Fifty percent (50%) of the time is spent using near vision and low fingering. Approximately twenty-five percent (25%) is spent using far vision and low carrying (files). Standing, walking, climbing using legs and feet (ascending or descending steps, stairs) comprises about ten percent (10%) of the time. In unusual or non-routine situations there could be stooping, kneeling, crouching, bending/twisting, reaching, feeling (obtaining files) low

and medium lifting, low and medium pushing/pulling and medium fingering (typing) or physical attack or injury from clientele.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

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Reviewed and approved by the Human  
Resources Department

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Date