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## **JUVENILE COURT ADMINISTRATIVE PROGRAM COORDINATOR – 2ND DISTRICT JUVENILE COURT - OGDEN & FARMINGTON**

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The Utah State Courts have an exciting opportunity for an innovative and progressive individual to serve as a Juvenile Court Administrative Program Coordinator. Under the general guidance and supervision of the Trial Court Executive this position will assist in the implementation of Evidence Based Programming through Quality Assurance within the probation department, will research and evaluate probation operations, will manage personnel and probation training, and other programs as determined appropriate. Do you want to be part of an organization whose people are passionate about a bold and noble purpose?

If so, this may be the perfect opportunity for you to join an energetic, mutually supportive, and visionary team as a Juvenile Court Team Program Coordinator. Utah's judiciary is deeply committed to providing an open, fair, efficient, and independent system for the advancement of justice under the law.

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**Salary:** \$29.56 - \$35.95

**Opening Date:** 11/14/2022

**Closing Date:** 11/28/2022

**Number Of Openings:** (1) Full-time, FLSA Exempt, at-will position with benefits | Monday-Friday | 8:00 am to 5:00 pm. Some nights and weekends. Travel may be required.

**Physical Address:** 2nd District Juvenile Court - Ogden & Farmington

**Benefits:** This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

**Criminal Background Check:** You must successfully pass a criminal history check.

**Driver's License Requirements:** Employees hired for this recruitment will be subject to the Driver Eligibility standards.

**EEO STATEMENT:** The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, orientation, gender identity, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete this application process, please contact Sarah O, Courts HR Generalist, at (801) 578-3801 or saraho@utcourts.gov

### **Job Description**

Under the general guidance and supervision of the Trial Court Executive this position will assist in the implementation of Evidence Based Programming through Quality Assurance within the probation department, will research and evaluate probation operations, will manage personnel and probation training, and other programs as determined appropriate. The position requires an individual with the ability to make independent decisions, work collaboratively with district staff and management teams to improve outcomes for youth involved in the juvenile justice system. Requires the ability to provide research and resource materials on current evidence-based practices to enhance the training, guidance and technical support for probation officers in implementing EBP services to youth and families. The position also requires professional leadership skills and the ability to develop rapport when coordinating with various allied organizations and personnel. This position supervises personnel in specialty positions within the district, and oversees the evaluation, development, and implementation of those specialty services and programs.

### **Example of Duties**

- Evaluates implementation of EBP practices through the use of data by using quality assurance methods and analyzing and interpreting data in order to review program effectiveness. Develops, reviews and provides technical assistance on evidence-based practice principles and modalities used at the district level.
- Actively participates in the selection and performance management process including evaluating performance, identifying goals, recognizing staff achievements, mentoring, developing, and coaching staff in overcoming performance or skill deficiencies.
- Participates in regular management and judicial meetings and facilitates staff meetings.

- Maintains a positive environment that is responsive to the needs of court personnel, patrons, and community partners.
- May be required to review and approve assigned billings, work with appropriate parties to troubleshoot billing problems, and may perform quality control audits.
- Develops or assists in the development of training curriculum to address adherence to evidence-based principles and practices.
- Interprets and analyzes data in order to review program effectiveness and to provide the necessary statistics as needed.
- Assists with onboarding and training of new probation officers in EBP programming as needed.
- Researches statutes; develops and interprets policies, procedures, rules, regulations and standards in particular specialty areas or programming; ensures compliance with law and other regulatory guidelines.
- Researches and learns new and emerging youth intervention philosophies, approaches, and programs, and applies them to the needs of Utah Juvenile Court.
- Other duties may include conducting and/or coordinating evidence-based practices, conducting training and observing the implementation of EBP training within the District, and other EBP and Quality Assurance related duties.
- Performs other related duties as assigned.

### **Typical Qualifications**

- Graduation from an accredited institution with a Bachelor's degree. Preference may be given to those with degrees in related fields or an advanced degree such as a Masters in Judicial, Public or Business Administration;
- Minimum of four (4) years of juvenile probation experience.
- Minimum of two (2) years supervisory experience or 6+ years juvenile probation experience. Preference may be given to those with more juvenile probation supervisory experience.
- Must demonstrate supervisory skills and abilities including performance management and coaching.
- Must demonstrate an understanding of court organization in the Judicial Branch of government, the function of the Judicial Council, the organization and philosophy of the Juvenile Court, and the Juvenile Court Act.
- Possess the ability to de-escalate and manage stressful/threatening situations, make critical judgments and arrive at objective decisions, ability to influence compliance with clients and employees.
- Ability and knowledge to make independent decisions and provide direct technical support to probation officers, supervisors, and chief probation officers in enhancing quality assurance of probation operations and specialty programming.
- Ability to demonstrate professional leadership skills when coordinating with various allied organizations and personnel.
- Extensive knowledge of Utah Juvenile Court's Case Planning Model and Evidence Based Practices; interventions and services for youth and families; CARE; and juvenile probation policies and procedures.
- Knowledge of supervisory and management practices, counseling methods, behavioral intervention strategies, therapeutic and correctional techniques, and applicable statutes, policies, procedures, and standards.
- Knowledge of program evaluation and evidence-based practice principles in order to improve quality assurance of programs or operations.
- Ability to direct the work of others; coach and mentor personnel, communicate effectively, verbally and in writing; establish and maintain effective working relationships with allied agencies, employees, and the public; teach classes, follow written and verbal instructions.

- Ability to assess systemic and district-level operations and make recommendations for practice improvements in collaboration with district management.
  - Ability to provide direct constructive feedback to upper management regarding district implementation of EBP practices.
  - Ability to travel across the state (may include overnight travel) to review policies, program structures and provide technical assistance.
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### **Supplemental Questions**

- \* 1) This position requires a Bachelor's degree. Please indicate the highest level of education you've completed.

Less than Bachelor's Degree/No Bachelor's Degree  
Bachelor's Degree  
Master's Degree/JD/PhD

- \* 2) Select the category that best describes your professional experience with delinquent, at-risk or child welfare youth.

No work experience  
Less than 2 years  
2 or more years

- \* 3) Select the category that best describes your years of experience with Evidence Based Practices in a juvenile justice system.

None  
Less than 1 year  
1-2 years  
2-3 years  
3 or more years

- \* 4) Select the category that best describes your years of experience in researching and interpreting statute, policies, procedures, rules, regulations and standards.

None  
Less than 1 year  
1-2 years  
2-3 years  
3 or more years

- \* 5) Select the category that best describes your years of experience in collecting data and presenting statistical information?

None  
Less than 1 year  
1-2 years  
2-3 years

3 or more years

- \* 6) Briefly summarize your experience in large program coordination. Please include information such as program size, nature of tasks and duties assigned, level of involvement in front line activities, monetary responsibilities, level of autonomy and reporting.
  
- \* 7) Are you a current or former State of Utah employee?
  - Yes
  - No
  
- \* 8) As a veteran of the armed services, you may be entitled to preference when seeking initial employment with the Utah State Government (Utah Code 71-10-1). Please indicate your veteran status.
  - Veteran
  - Not a Veteran
  - Veteran with a disability or Purple Heart recipient
  - Spouse, widow, or widower, of a veteran
  - Spouse, widow, or widower, of a veteran with a disability or Purple Heart recipient
  
- \* 9) Having applied for an employment opportunity with the Utah State Courts, I hereby authorize the Utah State Courts to conduct a thorough background check including but not limited to references, employment records, convictions, and criminal records. I understand that such background checks will only be made upon final selection for an employment position and that all information will be kept confidential and released only to authorized representatives. I understand that any falsification of data on my part will result in disqualification from further consideration (prior to approval) or dismissal (if already approved); and that certain offenses may bar me from further consideration or result in termination. I hereby release the Utah State Courts and all authorized parties from any civil or criminal liability from my background check.

I acknowledge I have read the above statement.