

EDGEFIELD COUNTY GOVERNMENT
Drug Court Coordinator
Eleventh Judicial Circuitry Solicitor's Office

Edgefield County is seeking qualified applicants for the position of Drug Court Coordinator with the Eleventh Judicial Circuit Solicitor's Office. This position will serve all (4) counties of the circuit and is located in the Lexington office. Duties include assisting the Solicitor/Program Director with the implementation and coordination of the day-to-day operation of the Drug Court program. Responsibilities include, but are not limited to; the administrative documentation of program policy and procedure, organizing referral process and appointments for referents, case file preparation, coordination of services with ancillary agencies for participants, address concerns related to treatment provisions, serves as a liaison to government and community agencies, prepares Status Hearing reports, attends weekly staffing and Status Hearings, documents Status Hearing outcomes. Works directly with chemically dependent criminal offenders. Manages participants from referral to completion of the program. All other duties as assigned.

Qualified candidates should sustain good working relationships with prosecutors, defense attorneys, probation agents, judges, law enforcement, treatment providers and the community. Job will require the coordinator to work some evenings. Must possess a valid South Carolina driver's license. Job requires a Bachelor's Degree with 3 to 5 years of experience within the criminal justice system, or an equivalent combination of education, training and experience. The starting salary for this position will be dependent upon the qualifications and experience of the successful applicant. This position will remain open until filled by a qualified candidate. Edgefield County conducts pre-employment drug testing as well as DMV and criminal background checks. Applications may be obtained at the Edgefield County Government Building, 124 Courthouse Square, Edgefield, SC or at www.edgefieldcounty.sc.gov

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