



**DELAWARE JUDICIARY**

**COURT OF COMMON PLEAS**

**NON-MERIT POSITION**

**(This position is exempt from the State of Delaware Merit Rules)**

**DRUG AND SPECIALTY COURT COORDINATOR**

**POSTING NUMBER: 03252026–CCP/KC/DSCC**

**Opening Date: March 25, 2026 Closing Date: April 1, 2026**

**Actual Vacancy**

**Salary: \$46,714.00 - \$58,393.00 (Minimum to 100% of Midpoint) Pay Grade 013**

**Location: Kent County Courthouse, 414 Federal Street, Dover, DE 19901  
(Please check Kent County on your application).**

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**Summary of Position:**

This is the full performance level of caseload management work performing the full range of case management activities in the Court of Common Pleas for the State of Delaware. Cases managed include all cases within the jurisdiction of the Court of Common Pleas for the State of Delaware as prescribed by the Delaware Constitution and Delaware Code. The Drug and Specialty Court Coordinator will primarily manage all aspects of the caseload of the Court of Common Pleas Treatment Court by serving as a liaison between the Court of Common Pleas, treatment providers, and other criminal justice agencies in a manner that is most therapeutic to the Treatment Court participant.

**Nature and Scope:**

The selected candidate will monitor the Kent County Treatment Court Program's processes and operations while being responsible for program efficiency. Possesses some knowledge of addiction, alcoholism and pharmacology generally and applies that knowledge to suggest responses. In addition, the selected candidate will capture and report critical statistical data elements of the program, will provide follow-up with treatment providers assigned to each client, maintain reporting schedules for clients, and serve as a client resource. Work includes managing and preparing Court Calendars as needed with Court personnel, managing courtroom activities when the Treatment Court Program Calendars are scheduled, and coordinating case activity and

events with attorneys, Probation and Parole personnel, case managers, treatment providers and participants in the Kent County Treatment Court Program.

Work also includes coordinating quarterly meetings with the Steering Committee and all program and community partners involved in the Treatment Program to review effectiveness, establish priorities and discuss problems. Additionally, the selected candidate will maintain and share literature and training materials from conferences related to Treatment Program issues, communicate and coordinate with the research coordinator at the Treatment Research Institute regarding study-related issues, as part of maintaining a progressive program and implementing evidence-based practices. Creates opportunities to build linkages by supporting team in community outreach activities.

**Essential Functions:**

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Assesses case filings to determine placement in case track/program or recommends referral to alternative case tracks.
- Interprets and applies court rules, laws and procedural requirements for case events and caseflow management.
- Monitors and coordinates case activity through multiple legal events and processes. Tracks case events/status, anticipates case flow problems/causes for delay and initiates appropriate action to expedite cases effectively and efficiently including contacting participants to resolve issues that inhibit case flow.
- Develops case management procedures for use by judge or team.
- Regularly revisits program mission, goals & objectives with team to assure their efficacy and application.
- Oversight responsibility for DUI Court, Drug Court, and Community Court.
- Serves as a liaison between the Court, Treatment Providers and Community Support Organizations.
- Participates in the planning process to create and memorialize program eligibility standards, operating procedures and rules.
- Advises judicial officers regarding various case events that ultimately lead to final case disposition.
- Assists in selection of Treatment Court participants.
- Administers assessment tools (Risk And Needs Assessment Tool) to participants to advise participants placement in the appropriate program track.

- Researches use of incentives and sanctions in other Treatment Courts and collects other data that might assist the team in choosing appropriate incentives and sanctions.
- Coordinates case activity and events with judicial officers, attorneys, law enforcement agencies and litigants.
- Resolves technical case processing issues requiring research of case data and coordinating activities with other agencies and courts.
- Researches case files, records and other sources of information to insure accuracy of case data, prepare and issue court documents and resolve discrepancies and issues related to caseflow.
- Maintains ongoing log of incentives and sanctions given to each participant including the date and reasons given.
- Creates open dialogue with treatment provider to ensure appropriate treatment.
- Continues to research effective treatment modalities.
- Establishes and maintains contacts with the legal community, other agencies and courts/units, both externally and internally, to ensure case flow is expedited.
- Enters case data into automated case management systems; prepares and maintains case files and records. Creates and maintains a data collections system to monitor client compliance, identify trends and provide a basis for evaluation.
- Develop linkages to improve supervision and agency coordination.
- Assist co-workers with any tasks when needed, including covering court events for all Judges.
- Perform other related job duties as assigned to fulfill the needs of the Court's daily responsibilities.

### **Job Requirements:**

**Please address each Job Requirement separately on the Minimum Qualifications page of the application.** Resumes may not be substituted for the application. However, applicants are strongly encouraged to attach their resume to the application. Failure to do so will result in disqualification. Applicants must meet each of the following Job Requirements. Failure in any one area will result in a rating of "Not Qualified."

1. Three years' experience in managing cases as they move through the legal process OR three years' experience with treatment programs.
2. Three years' experience in interpreting laws, rules, regulations, standards, policies, and procedures.
3. Two years' experience in researching files, records, and other sources of information, to ensure accurate case data and resolve issues in case flow or other issues.
4. Two years' experience in narrative report writing.

### **Conditions of Employment:**

- Direct deposit of paychecks is required as a condition of employment.
- A satisfactory criminal background check is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the website at <https://dhr.delaware.gov/benefits/>.

**Submitting Your Application:** Visit the website at <http://courts.delaware.gov/career/> Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. **(PREFERRED METHOD)** Send your application as an e-mail attachment with the words “**Drug and Specialty Court Coordinator**” in the subject line to: [apps.commonpleas@delaware.gov](mailto:apps.commonpleas@delaware.gov)
2. Fax your application to: (302) 255-2524, Attention: Human Resources
3. Mail your application to:

Court of Common Pleas for the State of Delaware  
Leonard L. Williams Justice Center  
ATTN: Human Resources  
500 N. King Street, Suite 2800  
Wilmington, DE 19801

### **Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

### **Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service, please call (302)739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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