



**5<sup>th</sup> JUDICIAL DISTRICT OF PENNSYLVANIA  
COUNTY OF ALLEGHENY  
PITTSBURGH, PENNSYLVANIA**

**POSITION:** Problem-Solving Court / Resource Coordinator  
**CLASSIFICATION:** Management  
**REPORTS TO:** Criminal Division Administrator and Court Administration  
**LOCATION:** Criminal Division, Adult Probation  
1200 Manor Building  
564 Forbes Avenue, Pittsburgh, PA 15219  
**DEPARTMENT:** Adult Probation  
**SALARY:** Up to \$5,245 monthly or commensurate with experience and qualifications.

**SUMMARY:**

The Problem-Solving Court / Resource Coordinator will be responsible for assisting in the coordination of various aspects of the Problem-Solving Court programs in Allegheny County, with a priority to collect, analyze, and report on data associated to the performance of each program. In addition, the Problem-Solving Court Coordinator will be responsible for developing, maintaining, and reporting on all outcome statistics for the various Problem-Solving Courts external partners. The Coordinator will also study best practices, gather and evaluate statistics, write grants, facilitate collaboration and coordinate resources among public and private agencies.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assist in coordinating the operation and management of Problem-Solving Court programs in Allegheny County and coordinate resources with community partners and service providers.
- Oversee and analyze all data collection for Problem-Solving Courts.
- Further develop and maintain all outcome reporting for each program.
- Coordinate all data reporting requirements for the AOPC and PAJCIS.
- Develop program policies and procedures, and supporting materials as needed.
- Gather information on best practices, resources, and performance measures.
- Recommend and assist in implementing agreed upon program modifications and improvements, including business process improvements.
- Advocate directly with providers as needed to obtain needed services & coordinate resources.
- Write grant proposals to enhance Problem Solving Court programs and assist in meeting grant reporting requirements.
- Access Problem Solving Court research and State and National system of support.
- Assist in development of technological applications to support Problem-Solving Courts and resource coordination.

**EQUAL OPPORTUNITY EMPLOYER**

**QUALIFICATION REQUIREMENTS:**

- Bachelor's Degree from an accredited college or university and 5 years professional experience or equivalent combination of education and experience.
- Experience with statistical analysis and qualitative and quantitative methodological analysis.
- Considerable knowledge of computer and statistical information system capabilities.
- Experience or ability in grant writing.
- Excellent organizational and analytical skills with ability to work independently.
- Excellent communication and interpersonal skills.
- Availability to travel occasionally for trainings and seminars.
- Experience working in criminal justice or social services system preferred.

**OTHER DUTIES & RESPONSIBILITIES:**

- Performs other duties, tasks and special projects, as required.

**BENEFITS:**

Standard health and fringe benefits plan available. This includes health, dental, life, accident, and disability insurance plans, sick leave, and vacation benefits.

**HOW TO APPLY:**

Candidates interested in applying for this position must submit a cover letter, resume, copies of college transcripts (official transcripts required prior to hiring) and completed application by **January 31, 2019**. An employment application is available for download on the Human Resources page of this website or by calling the Court's Human Resources office at 412 350-5487. Please submit this information to:

**Court Human Resources Office  
350 Frick Building  
437 Grant Street  
Pittsburgh, PA 15219**