

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1088 **TITLE:** DIRECTOR OF COURT SERVICES **GRADE:** E-10

DEFINITION:

Under the administrative direction of the Deputy County Executive, is responsible for the overall management and operation of court services, including Probation Services, Residential Services, and administration for the Juvenile and Domestic Relations District Court; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Director of Court Services is exempt from the County's merit system under Article 4, Subsection 15.1-763 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance, and appointment to the position follows the Code of Virginia 16.1-236.1B.

This class is distinguished from the Assistant Director of Court Services in that the Director has final oversight of, and responsibility for, the Department whereas the Assistant Director manages the day-to-day operations of the Department and its various programs.

ILLUSTRATIVE DUTIES:

Formulates and administers a juvenile and domestic relations program consistent with established purposes of the Court and adapted to meet the current needs and challenges of the County;

Monitors federal, state and local legislation to evaluate impact on the programs and control their implementation, interpretations, and application to all programs;

Oversees development of policy and procedure related to department's goals;

Directs studies to evaluate service needs and develops strategies for improved services;

Directs research and analysis to assist the chief judge and judges in development and improvement of judicial operations to better serve the public;

Oversees budget preparation and justifies budgetary requirements;

Maintains cooperative relationships with federal, state and local public and private agencies;

Issues news releases and handles sensitive and high profile cases.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and the ability to apply the principles of administration, including organization, personnel, budget and management analysis;

Knowledge of the philosophy and provisions of pertinent Federal, State and County public laws and ordinances;

Ability to apply current trends and methods of treatment of delinquency and related problems;

Ability to speak and write effectively;

Ability to develop and maintain effective working relationships with a variety of individuals and public officials.

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EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to the following:

A Master's degree in social work, psychology, sociology, counseling, criminal justice, or a related field and seven years of progressively responsible professional experience.

REVISED:

May 28, 2009

ASSIGNED NEW CLASS CODE NUMBER:

July 2006