

**SCOTT COUNTY COMMONWEALTH'S ATTORNEY**  
**JOB POSTING**

<b>Locality:</b>	Scott County, VA
<b>Job Title:</b>	Community Work Program Coordinator
<b>Salary/Salary Range:</b>	\$40,000+ County Benefits (Ins., VRS, etc.)
<b>Start Date:</b>	July 1, 2019
<b>**Closing Date:</b>	June 1, 2019
<b>Description of Job:</b>	The Community Work Program Coordinator is responsible for daily supervision of individuals participating in the community work program. This role will require constant contact with male and female participants whom would otherwise be incarcerated through supervising and aiding them in successful completion in daily work-related tasks. Specific duties will include daily coordination with worksite staff and participants to ensure completion of job-related tasks and accountability requiring complex scheduling/calendar management; various clerical duties to include production of daily, weekly, and monthly reporting documents/tracking systems for each participant; enforceability of the participant handbook and the ability to maintain a professional working relationship with participants; administering random drug screens and placing sanctions on participants if necessary. The coordinator will be required to appear in circuit court hearings and other court related functions. The ability to build and facilitate community relationships is a must. The coordinator will also be required to complete daily operational tasks in an office setting in preparing and maintaining case files, contact notes, and daily contact and correspondence with work sites/supervisors. The coordinator will work directly under the Office of the Commonwealth's Attorney.
<b>Additional Requirements:</b>	Law enforcement experience is preferred. A comparable combination of education, certification and experience will be considered; Excellent organizational skills with the ability to independently manage multiple tasks with tight deadlines and attention to detail; Ability to communicate effectively with all levels of court employees, and the general public in writing and orally; Ability to maintain confidentiality regarding sensitive topics; ability to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
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