

TRAFFIC DIVERSION PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position in the office of the District Attorney has responsibility for coordinating and carrying out the administrative aspects of the Broome County Traffic Diversion Program. The incumbent also has responsibility for communicating with local court clerks and applicants regarding the status, policies and rules of the program, and distributing program information. The work also involves assisting the District Attorney as a confidential assistant to develop program policies and procedures. Work is performed under the general supervision of the District Attorney with leeway allowed for the exercise of independent judgment. Supervision is exercised over other employees of the Traffic Diversion Program. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates and oversees the implementation of Broome County's Traffic Diversion Program;

Compiles statistical data for use in departmental reports and management decisions;

Collects and compiles data or information and prepares a variety of summaries or reports related to program activities;

Assists the Districts Attorney in developing program policies, procedures and guidelines;

Provides program information to prospective program participants and local courts;

Determines eligibility for program participation;

Ensures that program participants successfully complete the program;

Assists individuals in applying for program services by explaining program procedures and requirements and obtaining information for program application purposes;

Prepares confidential letters, memoranda, reports and other correspondence;

Coordinates with local court clerks regarding the program;

Coordinates with local court supervisor and Assistant District Attorney's that represent traffic cases in the program;

Attends meetings related to program services;

Communicates with program participants, local court clerks and justices, local court supervisor and Assistant District Attorneys regarding the program;

Formulates program forms such as applications, guidelines, policies and procedures.

TRAFFIC DIVERSION PROGRAM COORDINATOR-cont'd

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the policies and procedures of the Traffic Diversion Program;
Good knowledge of the New York State Vehicle & Traffic Law;
Good knowledge of the local court process and procedure regarding traffic infractions;
Good knowledge of administrative practices and procedures;
Working knowledge of legal ethic rules;
Working knowledge of modern methods used in record keeping;
Ability to collect information from various sources for program operations;
Ability to plan, organize, and coordinate program initiatives;
Ability to communicate clearly and concisely, both orally and in writing;
Ability to prepare and maintain computerized program data, records and reports;
Ability to use spreadsheets and a variety of database programs;
Ability to establish and maintain effective working relationships with a variety of people;
Ability to handle a large caseload of traffic cases simultaneously;
Strong organizational skills;
Tact and courtesy;
Initiative.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree; OR
- B) Graduation from high school or possession of an equivalency diploma and two years' of clerical experience; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

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