



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: April 10, 2025

Date Listing Will Close: April 17, 2025, at 5:00 p.m.

The following department has a vacancy for a qualified employee in the following position:

Class Specifications: **Intervention Court Case Manager**

Location/Department: Intervention Court - 2nd Circuit- Harrison County

Salary: **\$30,000 to 45,000 annually** - Depending on education and experience

Position Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications/Experience: See Attached Job Description

HARRISON COUNTY PERSONNEL/HUMAN RESOURCES

1801- 23RD AVENUE, SECOND FLOOR, NORTH HALL, GULFPORT COURTHOUSE
PHONE: (228) 865-4194 FAX: (228) 865-4162 www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

E.O.E. and A.D.A.

HARRISON COUNTY, MISSISSIPPI JOB DESCRIPTION

JOB TITLE: Intervention Court Case Manager

EMPLOYEE STATUS: Full-Time

DEPARTMENT: Intervention Court

FLSA STATUS: Non Exempt

REPORTS TO: Intervention Court Coordinator

POSITION CODE: 8810

MAINTENANCE REVIEW DATE: April 10, 2025

CLOSING DATE: April 17, 2025

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodations for the specific disability will be made for the incumbent/applicant, when possible.

JOB DESCRIPTION: Intervention Court Case Manager

The intervention court case manager is a professional who provides casework services to clients enrolled in the intervention court program. The case manager works closely with the intervention court coordinator, intervention court field officer, and the intervention court judge. Essential functions to be performed by the case manager include, but are not limited to, maintaining contacts with intervention court clients for various interviews and programs, drug testing, preparing and processing forms and reports, and compiling data for monthly reporting. Additional duties and job functions shall be identified and included by the intervention court judge. The intervention court case manager serves at the will and pleasure of the intervention court judge.

Education and Experience:

A Bachelor's degree from an accredited four-year college or university **or** graduation from a standard four-year high school or equivalent (GED) and two (2) years of relevant experience.

Experience using Microsoft Office.

ADDITIONAL REQUIREMENTS:

Must have a valid Mississippi Driver's License and maintain licensure for duration of employment; must pass a background check including local police check, sex offender registry and a drug screening.

CONFIDENTIALITY IS MANDATORY.

SALARY RANGE: \$30,000 - \$45,000 **Based on education and/or experience

