

COMMITMENT HEARINGS COORDINATOR

FUNCTION OF THE JOB

Under supervision, to perform work involving assistance to petitioners in the preparation of court petitions for routine or emergency mental illness, alcohol and other drug abuse, and developmental disability commitments; to assist in the coordination of legal proceedings regarding these cases; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Interviews petitioners in order to obtain information regarding the possible commitment of individuals under Chapter 51, Wisconsin State Statutes including reasons why the individual should be committed.
2. Makes a determination if sufficient reasons exist to proceed with a preliminary hearing to determine probable cause for the commitment of an individual, and advises clients as to why sufficient reasons may not exist to proceed with a petition.
3. Provides information to petitioners and law enforcement agencies regarding proceedings and statutory requirements under Chapter 51.
4. Prepares petitions for Chapter 51 proceedings and advises petitioners of the procedures and their involvement in the process.
5. Arranges placement of individuals with the Waukesha County Mental Health Center.
6. Prepares cases for court by determining possible witnesses for court hearings; contacts the treatment facilities for treatment recommendations and notifies witnesses, the Waukesha County Mental Health Center, and Juvenile Court of all hearing dates and times.
7. Prepares transport orders and arranges for the transport of patients to hearings by the Waukesha County Sheriff's Department.
8. Drafts and prepares all court orders for the signature of the judge or court commissioner.
9. Prepares various statistical reports regarding cases and transactions.
10. Serves as a liaison to develop and maintain effective working relationships with treatment facilities, law enforcement agencies, the Department of Health and Human Services, and the Waukesha County Mental Health Center.
11. Maintains case files in a case management system.
12. Establishes and maintains effective working relationships with the public, law enforcement agencies, treatment facilities, medical professionals, Department of Health and Human Services, and other County departments.
13. Provides information to the Waukesha County Mental Health Center and other health care providers on the status of cases.
14. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of statutory requirements of proceedings under Chapter 51, Wisconsin Statutes, and their application.
2. Considerable knowledge of the various orders and forms issued by courts and the effect and impact of those forms.
3. Considerable knowledge of the current practices and procedures concerning court operations.
4. Considerable knowledge of modern office practices, procedures, and equipment.
5. Working knowledge of computerized department program software and word processing

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

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6. Ability to work effectively under emergency situations and in dealing with petitioners in stressful conditions.
7. Ability to establish and maintain effective working relationships with the public, law enforcement agencies, treatment facilities, medical professionals, Department of Health and Human Services, and other County departments.
8. Ability to conduct interviews to obtain information regarding the possible commitment of individuals under Chapter 51 of the Wisconsin State Statutes and explain relevant laws and procedures.
9. Ability to plan and organize work effectively.
10. Ability to communicate effectively, both orally and in writing.
11. Ability to analyze, prepare, and maintain detailed, accurate information, reports, and records.
12. Ability to utilize word processing and case management systems.
13. Ability to exercise judgment and discretion in the application and interpretation of department policies.
14. Ability to perform a variety of complex clerical tasks.
15. Ability to complete general and specialized assignments requiring organization of materials and development of procedures.
16. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. High School Diploma or GED.
2. Four years of office work experience, two years of which were at a responsible level involving case management, legal or paralegal work, independent research, or closely related activities.
3. Proficient skill in computer word processing applications and case management systems.
4. Recognized post high school education in a related field or a paralegal degree may be substituted for the required experience on a year-for-year basis to a maximum of two years.