



**OFFICE OF COURT ADMINISTRATION
43RD JUDICIAL DISTRICT
MONROE COUNTY COURTHOUSE
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December 12, 2023

ACCEPTING LETTERS OF INTEREST
ALCOHOL HIGHWAY SAFETY INSTRUCTOR

The 43rd Judicial District, Court of Common Pleas, is accepting letters of interest for per diem Alcohol Highway Safety Instructors. Instructors are not employees of the 43rd Judicial District but rather are assigned classes on a per diem basis, revocable or renewable at the discretion of the Court. All instructors receive guidance from the President Judge or her/his designee.

Alcohol Highway Safety Instructor

This position primarily serves within the Pretrial Services Department. The purpose of this position is to instruct Alcohol Highway Safety School (AHSS) in conjunction with the mandatory curriculum developed by the Pennsylvania Department of Transportation (PaDOT) and the Pennsylvania DUI Association. Duties and responsibilities include, but are not limited to:

- Instructing a class of (15 - 25) DUI offenders on alcohol/other chemicals and highway safety utilizing the state-approved curriculum.
- Communicate effectively and orally, subjects involving the Pennsylvania criminal justice system, law enforcement, the substance use treatment community, and information to reduce the incidence of driving under the influence.
- Adhere to all confidentiality agreements as required by state and federal law.
- Maintain instructor certification as required by the PaDOT/Monroe County Alcohol Highway Safety Program. As applicable, recertification is required every two years and it is the instructor's responsibility to stay current with the recertification process.
- Complete all paperwork and documentation required with class instruction in a timely and accurate manner.
- Educate and refer individuals to self-help groups for addiction and/or other psychiatric disorders.

Preferred Qualifications

Candidates for this position must possess a Bachelor's Degree in Criminal Justice, Psychology, Sociology, Social Work, or closely related fields. Certification for Alcohol Highway Safety Instructor as required by PA DUI Association and PaDOT. Pre-existing Alcohol Highway Safety Instructor certification is preferred, but will consider candidates who have yet to obtain certification. C.R.N. Evaluation certification or knowledge of C.R.N. Evaluation preferred. Willing to work a flexible schedule of evenings and weekends. Must possess and maintain a valid Pennsylvania driver's license. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities. All instructors must complete a criminal records check and a Pennsylvania Child Abuse History Clearance check.

Letters of interest should be sent, along with a current resume, to Cori Doughty, District Court Administrator, at the address listed above or via email at cdoughty@monroepacourts.us.