

YOUTH COURT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of managing and directing the overall activities involved in the operation of youth court programs, including recruiting, training and supervising youth and adult volunteers associated with administering such programs. An incumbent is responsible for developing and coordinating community sanctions and support for the youth court programs. Additionally, this position requires a high degree of confidentiality and discretion when dealing directly with family court personnel regarding youthful offender cases as requested by the attending school district. Work is performed under the general supervision of higher level personnel with leeway allowed for the exercise of independent judgement. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following as well as other related activities not described.

Interviews juvenile offenders to determine their eligibility to enter youth court programs and refers eligible or ineligible youths to appropriate resources for counseling;

Develops and coordinates community work placements for offenders;

Responds to difficult and sensitive citizen inquires or complaints and offers resolutions to such inquires or complaints;

Communicates with representatives from other community agencies;

Oversees docket scheduling, trails and case dispositions to ensure compliance with proper court procedures;

Speaks to youth groups and civic organizations regarding youth court programs;

Performs general clerical duties associated with administering youth court programs;

Participates in preparing and maintaining the budgets for youth court programs;

Maintains youth court program records;

Prepares a variety of reports, correspondence, memoranda and other written material related to youth court programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the factors underlying youth development and growth; good knowledge of the criminal justice system at the state and local levels; good knowledge of the principles and practices of counseling related to working with youth populations; good knowledge of the community resources available to the youth populations; ability to establish a rapport with adolescents; ability to maintain ability to communicate effectively both orally and in writing; ability to maintain effective working relationships with a wide variety of public and private agencies; ability to understand and follow oral and written

instructions; ability to prepare and present oral and written reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and one (1) year of work experience in administering a youth at risk program or work experience in interviewing and/or counseling to youthful offenders; **OR**
- B. Successful completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university and three (3) years of work experience in a youth at risk program or work experience in interviewing and/or counseling youthful offenders; **OR**
- C. Possession of a high school diploma or a high school equivalency diploma and five (5) years of work experience in a youth at risk program or work experience in interviewing and/or counseling youthful offenders; **OR**
- D. An equivalent combination of training and experience as described in A, B and C above.

ULSTER COUNTY
7919 YTH CRT CD
OA

Adopted: January 7, 2002
Revised: February 19, 2003