

YOUTH COURT SUPPORT PROGRAM
YOUTH COURT SUPPORT STAFF
Positions & Salary Ranges

JOB TITLE	SALARY RANGES
<u>Youth Court Administrator</u>	Not to exceed \$51,000.00 or \$24.52 per hour
<u>Youth Court - Deputy Court Administrator</u>	Not to exceed \$48,500.00 or \$23.32 per hour
<u>Youth Court - Assist. Court Administrator</u>	Not to exceed \$32,000.00 or \$15.38 per hour
<u>Youth Court - Staff Attorney III</u>	\$58,000.00 - \$62,250.00 (\$27.88 to \$29.93 per hour)
<u>Youth Court - Staff Attorney II</u>	\$51,250.00 - \$57,750.00 (\$24.64 to \$27.76 per hour)
<u>Youth Court - Staff Attorney I</u>	\$46,000.00 - \$51,000.00 (\$21.12 to \$24.52 per hour)
<u>Youth Court - Law Clerk III</u>	\$40,750.00 - \$45,750.00 (\$19.59 to \$22.00 per hour)
<u>Youth Court - Law Clerk II</u>	\$34,750.00 - \$40,500.00 (\$16.71 to \$19.71 per hour)
<u>Youth Court - Law Clerk I</u>	\$29,000.00 - \$34,500.00 (\$13.94 to \$16.59 per hour)
<u>Youth Court Case Manager</u>	\$24,823.00 - \$30,500.00 (\$11.93 to \$14.66 per hour)
<u>Youth Court - Counselor-Case Manager</u>	\$24,823.00 - \$30,500.00 (\$11.93 to \$14.66 per hour)
<u>Youth Court - Law Student Research Assistant *</u>	\$21,500.00 - \$28,500.00 (\$10.34 to \$13.70 per hour)
<u>Youth Court - Legal Research Assistant (Paralegal)</u>	\$26,000.00 - \$36,750.00 (\$12.50 to \$17.69 per hour)
<u>Youth Court - Secretary</u>	\$15,080.00 - \$25,500.00 (\$7.25 to \$12.26 per hour)

All Youth Court Positions shall be considered employees of their designated county. Youth Court personnel are not to be considered employees of the AOC.

Any part-time positions cannot exceed 40 hours per week.

* The position of - Youth Court - Law Student Research Assistant is to be restricted to 20 hours per week if the student is currently taking a full load (12 semester hours during the fall or spring sessions and 6 hours during the summer session).

YOUTH COURT SUPPORT STAFF JOB DESCRIPTIONS

YOUTH COURT ADMINISTRATOR

Characteristics of Work

This is a professional and supervisory position to ensure the impartial and expedient disposition of all cases of the Court. Applicants in this classification coordinate the performance of all non-judicial tasks of the court, maintain all statistical reports and serve as the contact person with the Administrative Office of Courts for statistics, serve as liaison with the general public and members of the Bar, coordinate and assist in the duties of the clerks of the courts of the district related to the judicial duties of the clerks, provide general administrative support for all judges of the district and perform other duties assigned by the judges, in addition to the duties listed below. There may only be one Court Administrator per court district, selected by the judges of the district with the senior judge receiving two votes in the event of a tie. Upon the selection by the judges, and approval by the Administrative Office of Courts, the senior judge of the district shall enter an order and forward a certified copy to the Administrative Office of Courts. Termination of the position or employee will be handled by a like vote of all of the judges of the district. The Court Administrator shall report to the judges of the district, and be directly supervised by the senior judge, although in multi-judge districts it is not required that the Court Administrator be located with the senior judge.

Responsibilities

The following are duties required of individuals in this job class, and are not intended to reflect the only duties which may be required:

- Maintain and keep trial dockets;
- Become familiar with and implement concepts of caseflow management;
- Identify, formulate and recommend policies, procedures and projects designed to achieve objectives; analyze and review procedures to recommend and implement changes;
- Develop budget proposals for the operation of the court district;
- Coordinate the employment of additional support staff on an as needed basis;
- Supervise and coordinate the work of other support staff, and perform other supervisory

duties, as needed and directed by the judges of the court;

- Assist in the administration of mediation duties as required by court rule;
- Maintain statistics and generate reports for use by the Court and serve as the contact person for statistics maintained by the Administrative Office of Courts;
- Assist the Administrative Office of Courts in working to identify and address any backlog of cases;
- Coordinate courtroom availability with the courthouses located in the district;
- Address the problems associated with physical facilities and court security;
- Review and maintain local court rules;
- Administer requests for judicial appointments when needed due to recusal or illness of a judge;
- Assist the Administrative Office of Courts in Court Administrator Certification;
- Maintain property control and inventory of furniture and equipment furnished to the court;
- Participate in statewide committees and attend seminars related to Court Administration as required;
- Serve as liaison to Court, Bar, law enforcement agencies, and general public;
- Maintain cooperative working relationships with county officials;
- Assist in determining that facilities are adequate and receive proper maintenance; and
- Perform related duties as assigned or required.

Court Administrators failing to perform lawfully assigned or required duties are subject to dismissal by the judges of the district, upon a majority vote with the senior judge getting two votes in the event of a tie, as well as the withholding of compensation by the Administrative Office of Courts until such duties are executed.

Minimum Requirements

A Masters Degree or equivalent from an accredited four year college or university in public or business administration, law, or a related field plus two (2) years experience directly related to the

duties listed above;

or

A Bachelor's Degree from an accredited four year college or university and four (4) years of experience directly related to the duties listed above;

or

A Paralegal certificate/degree from a two year course of study or an Associate degree from an accredited two year college or related field, and six (6) years of experience directly related to the duties listed above;

or

Graduation from a standard four year high school or equivalent (GED) and eight (8) years of directly related experience to the duties listed above.

Salary — Not to exceed \$51,000.00.
(Part-time - \$24.52 per hour maximum and not to exceed 40 hours per week)

DEPUTY YOUTH COURT ADMINISTRATOR

Characteristics of Work

This is a professional position to ensure the impartial and expedient disposition of all cases of the Court. Applicants in this classification assist the Court Administrator in performing all non-judicial tasks of the court, maintaining all statistical reports, serving as liaison with the general public and members of the Bar, coordinating and assisting in the duties of the clerks of the courts of the district related to the judicial duties of the clerks, providing general administrative support for all judges of the district, and performing other duties assigned by the judges. The senior judge shall make an application to the Administrative Office of Courts for the hiring of a Deputy Court Administrator, stating the need of such employee based upon caseload, geographic district size and locations, and other such relevant factors. Upon the selection by the judges in the same manner as provided for Court Administrators, and approval by the Administrative Office of Courts, the senior judge of the district shall enter an order and forward a certified copy to the Administrative Office of Courts. Termination of the position or employee will be handled by a like vote of all of the judges of the district. The total number of Court Administrators, Deputy Court Administrators, and Assistant Court Administrators per district shall not exceed the total number of judges in the district. This position may be assigned by the judges to assist a particular judge or geographic location or courthouse, with direct supervisory authority assigned that judge.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the only duties which may be required. These duties are to be performed by the applicant in assisting the Court Administrator of the district.

- Maintain and keep trial dockets;
- Identify, formulate and recommend policies, procedures and projects designed to achieve objectives; analyze and review procedures to recommend and implement changes;
- Maintain statistics and generate reports for use by the Court;
- Participate in statewide committees; attend seminars related to Court Administration, as required;
- Administrate the Court as required;
- Serve as liaison to Court, Bar, law enforcement agencies, and general public;
- Maintain cooperative working relationships with county officials;
- Assist in determining that facilities are adequate and receive proper maintenance;
- Assist in developing a proposed personnel plan for the judicial support staff of the district;
- Assist in preparation of budget;
- Carry out indirect supervisory duties; and
- Perform related duties as assigned or required.

Deputy Court Administrators failing to perform lawfully assigned or required duties are subject to dismissal by the judges of the district, upon a majority vote of the judges of the district with the senior judge getting two votes in the event of a tie, as well as the withholding of compensation by the Administrative Office of Courts until such duties are executed.

Minimum Requirements

Bachelor's Degree from an accredited four year college or university, and two (2) years of directly related experience;

or

A Paralegal certificate/degree from a two year course of study or an Associate degree from an accredited two year college or related field, and four (4) years of experience directly related to the duties listed above;

or

Graduation from a standard four year high school or equivalent (GED) and six (6) years of directly related experience.

Salary — Not to exceed \$48,500.00.

(Part-time - \$23.32 per hour maximum and not to exceed 40 hours per week)

ASSISTANT YOUTH COURT ADMINISTRATOR

Characteristics of Work

This is an entry level professional position to ensure the impartial and expedient disposition of all cases in the Court. Applicant in this classification will assist the Court Administrator (and Deputy Court Administrator, if one is employed) in the performance of all non-judicial tasks of the court, assist in maintaining all statistical reports, serve as liaison with the general public and members of the Bar, assist in the coordination with the clerks of the courts of the district related to the judicial duties of the clerks, provide general administrative support for all judges of the district, and perform other duties assigned by the judges. The senior judge shall make an application to the Administrative Office of Courts for the hiring of an Assistant Court Administrator, stating the need of such employee based upon caseload, geographic district size and locations, and other such relevant factors. Upon the selection by the judges in the same manner as provided for Court Administrators, and approval by the Administrative Office of Courts, the senior judge of the district shall enter an order and forward a certified copy to the Administrative Office of Courts. Termination of the position or employee will be handled by a like vote of all of the judges of the district. The total number of Court Administrators, Deputy Court Administrators, and Assistant Court Administrators per district shall not exceed the total number of judges in the district. This position may be assigned by the judges to assist a particular judge or geographic location or courthouse, with direct supervisory authority assigned to that judge.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the only duties which may be required. These duties are to be performed by the applicant in assisting the Court Administrator (and Deputy Court Administrator, if one is employed) of the district.

- Maintain and keep trial dockets;

- Maintain statistics and generate reports for use by the Court;
- Participate in statewide committees and attend seminars related to Court Administration as required;
- Serve as liaison to Court, Bar, law enforcement agencies, and general public;
- Assist in developing a proposed personnel plan for the judicial support staff of the district;
- Assist in preparation of budget;
- Maintain cooperative working relationships with county officials;
- Assist in determining that facilities are adequate and receive proper maintenance; and
- Perform related duties as assigned or required.

Assistant Court Administrators failing to perform lawfully assigned or required duties are subject to dismissal by the judges of the district, upon a majority vote of the judges of the district with the senior judge getting two votes in the event of a tie, as well as the withholding of compensation by the Administrative Office of Courts until such duties are executed.

Minimum Requirements

Bachelor's Degree from an accredited four year college or university;

or

A Paralegal certificate/degree from a two year course of study or an Associate degree from an accredited two year college or related field, and two (2) years of experience directly related to the duties listed above;

or

Graduation from a standard four year high school or equivalent (GED) and four (4) years of experience directly related to the duties listed above.

Salary — Not to exceed \$32,000.00.
(Part-time - \$15.38 per hour maximum and not to exceed 40 hours per week)

YOUTH COURT - STAFF ATTORNEY III

Characteristics of Work

This is professional work involving the performance of legal research. Work entails reviewing case files for proper legal procedure, admissibility of evidence, and merits of the case. Applicant exercises initiative and judgement in the conduct of all duties performed. Supervision is received from judges of the district.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each judge or combination of judges.

- Reviews records of cases presented to the court in order to present appropriate legal interpretations and opinions;
- Evaluates pertinent facts and evidence, to interpret and apply statutes and regulations in the analysis of pleadings;
- Prepares memoranda summarizing the facts of each case reviewed;
- Reviews pretrial motions and summary judgements;
- Drafts orders and writs; and
- Related or similar duties are performed as required or assigned.

Minimum Requirements

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant must have been licensed for at least ten (10) years and have been employed either as a law clerk, staff attorney, or other equivalent legal position for those ten (10) years. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements. Applicant must be familiar with computerized legal research.

Salary — \$58,000.00 - \$62,250.00.
(Part-time - \$27.88 to \$29.93 per hour not to exceed 40 hours per week)

YOUTH COURT - STAFF ATTORNEY II

Characteristics of Work

This is professional work involving the performance of legal research. Work entails reviewing case files for proper legal procedure, admissibility of evidence, and merits of the case. Applicant exercises initiative and judgement in the conduct of all duties performed. Supervision is received from judges of the district.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each judge or combination of judges.

- Reviews records of cases presented to the court in order to present appropriate legal interpretations and opinions;
- Evaluates pertinent facts and evidence, to interpret and apply statutes and regulations in the analysis of pleadings;
- Prepares memoranda summarizing the facts of each case reviewed;
- Reviews pretrial motions and summary judgements;
- Drafts orders and writs; and
- Related or similar duties are performed as required or assigned.

Minimum Requirements

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant must have been licensed for at least seven (7) years and have been employed either as a law clerk, staff attorney, or other equivalent legal position for those seven (7) years. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements. Applicant must be familiar with computerized legal research.

Salary — \$51,250.00 - \$57,750.00.
(Part-time - \$24.64 to \$27.76 per hour and not to exceed 40 hours per week)

YOUTH COURT - STAFF ATTORNEY I

Characteristics of Work

This is professional work involving the performance of legal research. Work entails reviewing case files for proper legal procedure, admissibility of evidence, and merits of the case. Applicant exercises initiative and judgement in the conduct of all duties performed. Supervision is received from judges of the district.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each judge or combination of judges.

- Reviews records of cases presented to the court in order to present appropriate legal interpretations and opinions;
- Evaluates pertinent facts and evidence, to interpret and apply statutes and regulations in the analysis of pleadings;
- Prepares memoranda summarizing the facts of each case reviewed;
- Reviews pretrial motions and summary judgements;
- Drafts orders and writs; and
- Related or similar duties are performed as required or assigned.

Minimum Requirements

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant must have been licensed for at least four (4) years and have been employed either as a law clerk, staff attorney, or other equivalent legal position for those four (4) years. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements. Applicant must be familiar with computerized legal research.

Salary — \$46,000.00 - \$51,000.00.
(Part-time - \$21.12 to \$24.52 per hour and not to exceed 40 hours per week)

YOUTH COURT - LAW CLERK III

Characteristics of Work

This is professional work involving the performance of legal research. Work entails reviewing case files for proper legal procedure, admissibility of evidence, and merits of the case. Applicant exercises initiative and judgement in the conduct of all duties performed. Supervision is received from judges of the district.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each judge or combination of judges.

- Reviews records of cases presented to the court in order to present appropriate legal interpretations and opinions;
- Evaluates pertinent facts and evidence, to interpret and apply statutes and regulations in the analysis of pleadings;
- Prepares memoranda summarizing the facts of each case reviewed;
- Reviews pretrial motions and summary judgements;
- Drafts orders and writs; and
- Related or similar duties are performed as required or assigned.

Minimum Requirements

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant must have been licensed for at least one (1) year and have been employed either as a law clerk, staff attorney, or other equivalent legal position during that time. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements. Applicant must be familiar with computerized legal research.

Salary — \$40,750.00 - \$45,750.00.
(Part-time - \$19.59 to \$22.00 per hour and not to exceed 40 hours per week)

YOUTH COURT - LAW CLERK II

Characteristics of Work

This is professional work involving the performance of legal research. Work entails reviewing case files for proper legal procedure, admissibility of evidence, and merits of the case. Applicant exercises initiative and judgement in the conduct of all duties performed. Supervision is received from judges of the district.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each judge or combination of judges.

- Reviews records of cases presented to the court in order to present appropriate legal interpretations and opinions;
- Evaluates pertinent facts and evidence, to interpret and apply statutes and regulations in the analysis of pleadings;
- Prepares memoranda summarizing the facts of each case reviewed;
- Reviews pretrial motions and summary judgements;
- Drafts orders and writs; and
- Related or similar duties are performed as required or assigned;

Minimum Requirements

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant must be licensed to practice law. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements. Applicant must be familiar with computerized legal research.

Salary — \$34,750.00 - \$40,500.00.
(Part-time - \$16.71 to \$19.71 per hour and not to exceed 40 hours per week)

YOUTH COURT - LAW CLERK I

Characteristics of Work

This is professional work involving the performance of legal research. Work entails reviewing case files for proper legal procedure, admissibility of evidence, and merits of the case. Applicant exercises initiative and judgement in the conduct of all duties performed. Supervision is received from judges of the district.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each judge or combination of judges.

- Reviews records of cases presented to the court in order to present appropriate legal interpretations and opinions;
- Evaluates pertinent facts and evidence, to interpret and apply statutes and regulations in the analysis of pleadings;
- Prepares memoranda summarizing the facts of each case reviewed;
- Reviews pretrial motions and summary judgements;
- Drafts orders and writs; and
- Related or similar duties are performed as required or assigned.

Minimum Requirements

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant is not required to be licensed to practice law. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements. Applicant must be familiar with computerized legal research.

Salary — \$29,000.00 - \$34,500.00.
(Part-time - \$13.94 to \$16.59 per hour and not to exceed 40 hours per week)

YOUTH COURT - CASE MANAGER

Characteristics of Work:

This is professional work involving the management of cases coming within the purview of the Mississippi Youth Court System. The case manger will work with youth who have been alleged to be an abused child, a neglected, a child in need of special care, a child in need of supervision, and/or a delinquent child as well as working with such youth's families. Duties will involve individual case planning and providing crisis intervention. Additionally, the case manger may perform other duties as assigned to them by the Youth Court Judge as may be needed in the Youth Court jurisdiction of their employment. Incumbent exercises initiative and judgement in the conduct of all duties performed. Supervision is received from the judge at the Mississippi Youth Court level in the Mississippi Court System.

Examples of Work:

The following examples of work performed for positions in this job class, and are not intended to reflect the only duties which may be required by the Youth Court Judge.

- Development of case plans for children coming before the Youth Court;
- Monitor the performance of the child and the child's family as it relates to Court ordered programs both formal and informal;
- Make recommendations to the Court concerning dispositional alternatives for the child and the child's family;
- Provide supervision, leadership, and programs for troubled youths and/or youths in the juvenile justice system;
- Prepare and maintain files, documentation, legal documents, and various reports; and
- Develop and maintain relations with the court and the community.

Minimum Requirements

A Bachelor’s Degree from an accredited four-year college or university in Social Work, Counseling, or one of the Behavioral Sciences;

or

A certificate/degree from a two year course of study or an Associate degree from an accredited two year college or related field, and two (2) years of experience directly related to the duties listed above;

or

Graduation from a standard four year high school or equivalent (GED) and four (4) years of experience directly related to the duties listed above.

Salary — \$24,823.00 - \$30,500.00

(Part-time - \$11.93 to \$14.66 per hour and not to exceed 40 hours per week)

YOUTH COURT - COUNSELOR-CASE MANAGER

Characteristics of Work:

This is a professional position involving administrative duties and also serving as a counselor for children and families. The counselor-case manger will work with youth who have been alleged to be an abused child, a neglected child, a child in need of special care, a child in need of supervision, and/or a delinquent child as well as working with such youth’s families. Duties will involve individual case planning, developing and implementing programs designed to address the needs of the children and their families coming within the jurisdiction of the court, as well as providing crisis intervention. Additionally, the counselor-case manger may perform other duties as assigned to them by the Youth Court Judge. Incumbent exercises initiative and judgement in the conduct of all duties performed. Supervision is received from the judge at the Mississippi Youth Court level in the Mississippi Court System.

Examples of Work:

The following examples of work performed for positions in this job class, and are not intended to reflect the only duties which may be required:

- Development of case plans for children coming before the Youth Court;
- Make recommendations to the Court concerning the level of intervention needed to eliminate delinquent behavior;
- Develop and implement programs designed to reduce delinquent behavior and recidivism of delinquent and/or Children in Need of Supervision (CHINS) coming within the jurisdiction of the Court;
- Monitor abused/neglected children, their families and their homes to ensure each child's safety and well being;
- Identify special needs of children who have been removed from their families and insure that those needs are being met;
- Monitor the performance of the child and their family as it relates to Court order programs both formal and informal; and
- Develop and maintain relationships with law enforcement agencies, schools and community resources with the court and the community.

Minimum Requirements:

A Bachelor's Degree from an accredited four-year college or university with course work in sociology, psychology, or related courses.

or

A certificate/degree from a two year course of study or an Associate degree from an accredited two year college or related field, and two (2) years of experience directly related to the duties listed above;

or

Graduation from a standard four year high school or equivalent (GED) and four (4) years of experience directly related to the duties listed above.

Salary — \$24,823.00 - \$30,500.00

(Part-time - \$11.93 to \$14.66 per hour and not to exceed 40 hours per week)

YOUTH COURT - LAW STUDENT RESEARCH ASSISTANT

Characteristics of Work

This is professional position involving the performance of legal research. Work entails reviewing case files for proper legal procedure, admissibility of evidence, and merits of the case. Applicant exercises initiative and judgement in the conduct of all duties performed. Supervision is received from judges of the district. This position will be a time-limited position which will last for a definite period.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each judge or combination of judges.

- Reviews records of cases presented to the court in order to present appropriate legal interpretations and opinions;
- Evaluates pertinent facts and evidence, to interpret and apply statutes and regulations in the analysis of pleadings;
- Prepares memoranda summarizing the facts of each case reviewed;
- Reviews pretrial motions and summary judgements;
- Drafts orders and writs; and

- Related or similar duties are performed as required or assigned.

Minimum Requirements

Applicant must have completed and passed at least thirty (30) hours of credits from an American Bar Association (ABA) accredited school of law. Applicant is not required to have graduated from law school and is not required to be licensed to practice law. Applicant must be familiar with computerized legal research.

Salary — \$21,500.00 - \$28,500.00

(Part-time - \$10.34 to \$13.70 per hour and not to exceed 40 hours per week)

YOUTH COURT - LEGAL RESEARCH ASSISTANT (PARALEGAL)

Characteristics of Work

The duties of the paralegal include conducting research for opinions, reviewing briefs, preparing legal documents, and performing other duties related to the assignment. Supervision is received from judges of the district.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one person. The essential functions of each individual position are determined and maintained by each judge or combination of judges.

- Reviews case files; reads briefs, the record, motions, opinions, judgements, stipulations and memoranda;
- Conducts legal research in reviewing, analyzing, studying, searching and annotating laws, court decisions, documents, opinions, briefs, and related authorities to process suits, trials, hearings, and other litigated matters;

- Prepares legal memoranda, prepares appropriate preliminary orders, findings of fact and conclusions of law for the judge, and edits work product according to judges' direction
- May attend court sessions to record necessary case information, maintains records attendant to court proceedings, prepares jury instructions, and drafts routine orders or initial version of orders for review by a judge or attorneys;
- Assists, as directed, in compiling and case tracking inventory, and tracks progress on pending cases after argument or hearing; and
- Performs related duties as assigned or required.

Minimum Requirements

Paralegal certificate/degree from an accredited college or university;

or

High School Diploma and 3 years experience working as a paralegal;

and

Applicant must be familiar with computerized legal research.

Salary — \$26,000.00 - \$36,750.00.

(Part-time - \$12.50 to \$17.69 per hour and not to exceed 40 hours per week)

YOUTH COURT - SECRETARY

Characteristics of Work

The duties of a Secretary include the performance of legal stenographic work and performing other duties related to the assignment. Included also are such tasks as management of telephone calls, composing and reviewing correspondence, obtaining and presenting information, setting up and maintaining files and records, utilizing general office equipment, and typing. Supervision is received from judges of the district.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each judge or combination of judges.

- Prepares correspondence, orders and judgments, as directed;
- Prepares and maintains files, documentation, legal documents, and various reports.
- Facilitates the setting of youth court hearings. May occasionally serve as or assist as deputy clerk/recorder.
- Manages telephones; and
- Utilizes general office equipment.

Minimum Requirements

Graduation from a standard four-year high school or equivalent (GED) or three (3) years(s) of experience in work related to the above-described duties;

and

Ability to type from plain copy at the rate of 45 correct words per minute.

Salary — \$15,080.00 - \$25,500.00.

(Part-time - \$7.25 to \$12.26 per hour and not to exceed 40 hours per week)