

AOC - YOUTH COURT PROGRAM DIRECTOR

Characteristics of Work

This position involves working with issues that affect the State's children and the State's youth courts.

The employee must be a self-starter and a team player. The employee must be detail-oriented as the employee will provide research and consultation services to the youth courts and various committees through operational and policy analysis; program design, development, and oversight; and assistance regarding case management and court operations. The employee will assist in evaluating programs and practices that affect the function of the youth courts and will also oversee the Youth Court Support Fund.

Examples of Work

The following are examples of work performed for positions in this job class.

- Collect, obtain, compile, digest, and publish information and statistics concerning youth courts.
- Provide administrative, legal, and programmatic support to any statewide committees or groups dedicated to improving the youth court system.
- Monitor legislation affecting youth courts.
- File all necessary paperwork and documents regarding any grants applied for by or awarded to the Administrative Office of Courts for the benefit of youth courts.
- Become a Subject Matter Expert in the training and usage of the Mississippi Youth Court Information Delivery System (MYCIDS).
- Draft, review, or analyze pertinent Memoranda of Understanding as well as contracts on behalf of the Administrative Office of Courts and the Youth Courts.
- Such other duties as may be assigned by the AOC.

(The above list is not an exhaustive list of work tasks.)

Minimum Requirements

A Bachelor's Degree from an accredited college or university and a Juris Doctor from an American Bar Association (ABA) accredited school of law.

Salary Range \$65,000.00 - \$70,000.00

Send Resume via email ONLY by August 5, 2022, to:

Lisa Counts, Deputy Director
Administrative Office of Courts
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