

YOUTH COURT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position coordinates the activities of a peer-based justice system capable of responding to criminal activity through the imposition of community-based sanctions. The coordinator screens potential cases for referral to Youth Court. The coordinator also schedules cases for hearings before the Youth Court, assigns teams to the cases, arranges for juries, reviews the sentences imposed by the Youth Court. The coordinator reports to an advisory board on all aspects of the operations of Youth Court and is also the principal point of contact with Youth Court for all outside parties and individuals in the community. The coordinator acts as liaison to the Police Department, Courts, District Attorney's office, Dutchess County Probation department, media, community and Poughkeepsie City School District. This position works under the general supervision of the Juvenile Justice Specialist or Police Lieutenant.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Coordinates all aspects of the operation of the Youth Court;
2. Distributes and reviews referrals made to Youth Court for disposition;
3. Conducts intake meetings for referred youth and their parents and/or guardians;
4. Schedules weekly Youth Court sentencing hearings; schedules jurors for every case;
5. Recruits student members for annual ten week membership training program;
6. Provides instruction to youth jurors in relation to Youth Court policies and procedures;
7. Communicates with law enforcement and other agencies regarding Youth Court actions;
8. Coordinates community service program;
9. Collects data for implementation of evaluation methodology to determine the impact that Youth Court has on recidivism rates of program participants;
10. Works with Youth court Advisory Board to seek out funding and submit funding proposals; prepare annual budget;
11. Organizes Youth Court Membership Program;
12. Organizes special events and fundraising activities;
13. Monitors program compliance with state regulations insuring that reporting requirements are met;
14. Acts as a resource for other staff and the public; makes decisions on non-routine questions;
15. Assists in the preparation and maintenance of budget by tracking funds to identify shortfalls / overruns, transferring funds and preparing quarterly reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of rules and procedures to administer the operation of the Youth Court and to independently perform the work activities associated with this program;

Knowledge of office practices necessary for interacting with staff and the public, processing work flow and filing and retrieving information;

Knowledge of community leaders and organizations to establish an advisory board to the Youth Court, including representatives from the police, probation and family court officials, teachers, principals, attorneys and community residents;

Knowledge of the criminal justice system in New York State to develop a training course for teen jurors court personnel and adult volunteers;

Ability to act independently in carrying out the daily functions of a program or service;

YOUTH COURT COORDINATOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

Ability to speak knowledgeably and with authority about program functions and to advise staff on how to address situations that occur;

Ability to gather, compile and evaluate information and records, prepare reports and make recommendations based on an analysis of data collected;

Personal characteristics necessary to perform the duties of the position;

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 an Associate's degree and one year of full time paid work experience coordinating a community outreach program;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and three years of full-time paid work experience which coordinating a community outreach program;
- OR: (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.