

YOUTH COURT ASSISTANT (PT)

LOCATION: Village of Owego
CLASSIFICATION: Non-Competitive when population is under 5,000
SALARY: To be determined
ADOPTED: 10/01; Revised: 03/19, 05/20 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in the overall activities of the local youth court and supporting its programs and initiatives. The incumbent will work directly with various community agencies such as, local school districts, youth organizations, social services, police departments and Accord Dispute resolution, to plan, schedule and supervise the community service sentences of defendants. Much of the work will be performed during after school hours and weekends. Work is performed under the direct supervision of the Community Juvenile Resources Coordinator. May involve the supervision of subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Directly supervises the community service performed by defendants sentenced by the youth court;
- Contacts various agencies to plan and schedule community work placements for the purpose of allowing defendants to work towards satisfying conditions of their sentence;
- Trains and supervises youth court members and adult volunteers;
- Assists in Youth court operations;
- Performs public relations activities such as representing the Youth Court Program as necessary;
- Maintains records and performs general administrative and clerical duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the policies, rules and regulations of the local Youth Court Program; working knowledge of youth court proceedings and functions; ability to effectively communicate with diverse groups of people both orally and in writing; ability to write basic reports; ability to get along well with others; ability to keep records and supervise activities; basic computer skills; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **and** one (1) year of full-time (or its part-time equivalent) work experience providing direct assistance to, or oversight of, youth program services.

SPECIAL REQUIREMENT: Verifiable volunteer experience will be pro-rated toward meeting full-time experience requirements.