

YOUTH COURT SUPPORT PROGRAM
YOUTH COURT SUPPORT STAFF
Positions & Salary Ranges
Effective July 1, 2023

JOB TITLE	SALARY RANGES
<u>Youth Court Administrator</u>	Not to exceed \$57,800.00 or \$27.80 per hour
<u>Youth Court - Deputy Court Administrator</u>	Not to exceed \$54,950.00 or \$26.50 per hour
<u>Youth Court - Assist. Court Administrator</u>	Not to exceed \$36,000.00 or \$17.30 per hour
<u>Youth Court - Staff Attorney III</u>	\$66,000.00 - \$70,300.00 (\$31.75 to \$33.80 per hour)
<u>Youth Court - Staff Attorney II</u>	\$58,100.00 - \$65,220.00 (\$28.00 to \$31.35 per hour)
<u>Youth Court - Staff Attorney I</u>	\$52,120.00 - \$57,620.00 (\$25.05 to \$27.70 per hour)
<u>Youth Court - Law Clerk III</u>	\$45,975.00 - \$51,675.00 (\$22.10 to \$24.85 per hour)
<u>Youth Court - Law Clerk II</u>	\$39,375.00 - \$45,700.00 (\$18.95 to \$22.00 per hour)
<u>Youth Court - Law Clerk I</u>	\$32,860.00 - \$38,910.00 (\$15.80 to \$18.70 per hour)
<u>Youth Court Case Manager</u>	\$28,125.00 - \$34,370.00 (\$13.50 to \$16.50 per hour)
<u>Youth Court - Counselor-Case Manager</u>	\$28,125.00 - \$34,370.00 (\$13.50 to \$16.50 per hour)
<u>Youth Court - Intake & Court Services Coordinator</u>	\$28,125.00 - \$34,370.00 (\$13.50 to \$16.50 per hour)
<u>Youth Court - Law Student Research Assistant *</u>	\$24,360.00 - \$32,060.00 (\$11.70 to \$15.40 per hour)
<u>Youth Court - Legal Research Assistant (Paralegal)</u>	\$29,450.00 - \$41,280.00 (\$14.15 to \$19.85 per hour)
<u>Youth Court - Secretary</u>	\$17,100.00 - \$28,550.00 (\$8.25 to \$13.75 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 youth court. Youth court administrators 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 clerk of the court related to judicial duties, provide general administrative support for the judge/referee and perform other duties assigned by the judge/referee, in addition to the duties listed below. Termination of the position or employee will be handled by the judge/referee.

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 case flow 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;
- 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 judge/referee;
- 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;
- 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;
- 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 judge/referee.

Minimum Requirements

A master's 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 \$57,800.00.
(Part-time - \$27.80 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. Deputy youth court administrators assist the court administrator in performing all non-judicial tasks of the court, maintaining all statistical reports, serving as liaison with the public and members of the Bar, coordinating and assisting in the duties of the clerks of the court related to judicial duties, providing general administrative support for the judge/referee, and performing other duties assigned by the judge/referee. Termination of the position or employee will be handled by the judge/referee.

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 deputy youth court administrator 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;
- Assist in preparation of budget;

- Carry out indirect supervisory duties; and
- Perform related duties as assigned or required.

Deputy youth court administrators failing to perform lawfully assigned or required duties are subject to dismissal by the judge/referee.

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 \$54,950.00.
(Part-time - \$26.50 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 youth court. Assistant youth court administrators assist the youth court administrator (and deputy youth 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 clerk of the court relating to the judicial duties of the clerk, provide general administrative support for the youth court judge/referee, and perform other duties assigned by the judge/referee. Termination of the position or employee will be handled by the judge/referee.

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 assistant youth court administrator in assisting the youth court administrator (and deputy youth 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 youth 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 \$36,000.00.
(Part-time - \$17.30 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. The staff attorney exercises initiative and judgement in the conduct of all duties performed. Supervision is received from the judge/referee.

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 the judge/referee.

- 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

A staff attorney III must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. He/She 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 for the Staff Attorney III position to determine whether they meet minimum requirements. Applicants for this position must be familiar with computerized legal research.

Salary \$66,000.00 - \$70,300.00.
(Part-time - \$31.75 to \$33.80 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. Staff attorney II exercises initiative and judgement in the conduct of all duties performed. Supervision is received from the judge/referee.

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 the judge/referee.

- 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

The staff attorney II must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. He/She 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 \$58,100.00 - \$65,220.00.
(Part-time - \$28.00 to \$31.35 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. The staff attorney I exercises initiative and judgement in the conduct of all duties performed. Supervision is received from judge/referee.

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 the judge/referee.

- 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

The staff attorney I must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. He/She 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 \$52,120.00 - \$57,620.00.
(Part-time - \$25.00 to \$27.70 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. Law clerk III exercises initiative and judgement in the conduct of all duties performed. Supervision is received from the judge/referee.

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 the judge/referee.

- 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

The law clerk III must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. He/She 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 \$45,975.00 - \$51,675.00.
(Part-time - \$22.10 to \$24.85 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. Law clerk II exercises initiative and judgement in the conduct of all duties performed. Supervision is received from the judge/referee.

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 the judge/referee.

- 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

The law clerk II must have a Juris Doctor from an American Bar Association (ABA) accredited school of law and 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 \$39,375.00 - \$45,700.00.
(Part-time - \$19.00 to \$22.00 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. The law clerk I exercises initiative and judgement in the conduct of all duties performed. Supervision is received from the judge/referee.

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 the judge/referee.

- 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

The law clerk I must have a Juris Doctor from an American Bar Association (ABA) accredited school of law but 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 \$32,860.00 - \$38,910.00.
(Part-time - \$15.80 to \$18.70 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 manager 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 manager may perform other duties as assigned to them by the youth court judge/referee 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/referee.

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 judge/referee.

- 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 dispositions;
- 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 \$28,125.00- \$34,370.00 (Part-time - \$13.50 to \$16.50 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. This is also a professional position providing counseling services for children and families. The counselor-case manager 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, development and implementation of 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 manager may perform other duties as assigned to them by the youth court judge/referee. Incumbent exercises initiative and judgement in the conduct of all duties performed. Supervision is received from the judge/referee.

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 ensure that those needs are being met;
- Monitor the performance of the child and their family as it relates to court ordered 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 \$28,125.00 - \$34,370.00
(Part-time - \$13.50 to \$16.50 per hour and not to exceed 40 hours per week)

YOUTH COURT - INTAKE & COURT SERVICES COORDINATOR

Characteristics of Work:

This is professional work involving the intake of case information and entry of case information into the Mississippi Youth Court Information Delivery System (MYCIDS). Additionally, the Intake and Court Services Coordinator may perform other duties as assigned to them by the youth court judge/referee as may be needed in the youth court jurisdiction(s) of their employment. Incumbent exercises initiative and judgement in the conduct of all duties performed. Supervision is received from the youth court judge/referee.

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 by the youth court judge/referee.

- Timely input into MYCIDS all intake, custody, referral, petition, and hearing data related to a youth, his or her family, and the youth court's involvement with the same;
- Save all documents in MYCIDS for each hearing, including orders, medical records, court reports from Family and Children's Services, and any other documents related to the case, as the case proceeds;
- Perform related youth court duties as assigned or required.

Minimum Requirements:

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

or

A certificate/degree from a two-year course of study or and 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 — \$28,125.00 - \$34,370.00.00

(Part-time - \$13.50 to \$16.50 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. He/she exercises initiative and judgement in the conduct of all duties performed. Supervision is received from the judge/referee 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

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

Salary \$24,360.00 - \$32,060.00
(Part-time - \$11.70 to \$15.40 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 \$29,450.00 - \$41,280.00.
 (Part-time - \$14.15 to \$19.85 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 the youth court judge/referee.

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 youth court judge/referee.

- 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 \$17,100.00 - \$28,550.00.
(Part-time - \$8.25 to \$13.75 per hour and not to exceed 40 hours per week)