



City of Irving Job Description

Teen Court Specialist

FLSA Status:	Non-Exempt	Job Department:	Municipal Court
Job Code:	29332	Reports To (Job Title):	Court Services Coordinator

PURPOSE

To assist with planning, coordinating, and performing Teen Court functions and assist in recruiting, training, and supervising youth and adult volunteers. Further, to monitor compliance with court judgments, prepare statistical information for funding and data entry, as well as, educate and refer juveniles and their families to appropriate services and agencies as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Enroll defendants into the required program as directed by the judge and explain to both defendant and parent information regarding program.
- Determine defendants' eligibility to enter the Teen Court Program and refer eligible or ineligible youths to appropriate resources as necessary.
- Assist in recruiting, training, and supervising youth and adult volunteers.
- Maintain defendant data, docket scheduling, trials, and case dispositions to ensure proper court procedures are followed.
- Assist with assigning and supervising volunteers during Teen Court activities to ensure smooth courtroom operation while adhering to procedure.
- Maintain all volunteer contact information and applications as well as volunteer hours and assist with volunteer appreciation activities. This may include use of Volunteer Management Software.
- Prepare and submit all news and information to the media for publication.
- Monitor case requirements for all minors with alcohol-related cases.
- Schedule all classes, coordinate with each agency involved, and prepare all class-required documents.
- *As needed*, prepare all mailings to defendants and volunteer staff.
- Assist in coordinating and supervising high school internship program.
- Establish and maintain partnerships with agencies within the community to create community service opportunities for teens to complete required hours.
- Verify all community service with each agency for each defendant.
- As assigned, maintain statistical data and prepare regular statistical reports regarding Teen Court activity.
- Perform related clerical and administrative duties as assigned.
- Receive cross-training from Juvenile Case Manager, and maintain up-to-date awareness of Juvenile Case Management processes and procedures.

If Assigned to assist with Juvenile Case Management:

- Provide timely and relevant client assessments to assist judges in making sentence recommendations for juvenile offenders.
- Assess a juvenile's case and develop case plans with juvenile offenders and their families.

- Provide updates on open juvenile case plans to supervisor and any external entities.
- Provide court room support for judges and prosecutors during court dockets involving juveniles.

OTHER DUTIES AND RESPONSIBILITIES

- Offer presentations to various community organizations and agencies regarding the Teen Court program.
- Assist in planning and coordinating annual volunteer appreciation event for teen and adult volunteers and other community stakeholders to showcase the program.
- Create brochures for educational purposes, maintain bulletin board with news of interest to teens and parents, and maintain Teen Court literature rack; *as needed*, assist with juvenile law research.
- Prepare flyers and invitations, especially those requiring graphics, for Teen Court activities, meetings, and special event.
- Serve on various city and community committees.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

N/A

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor’s Degree with major coursework in Criminal Justice, Sociology, Psychology, or Social Work.

EXPERIENCE

- At least two (2) years of experience working with adolescents and volunteers.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid, state-issued driver’s license, or the ability to obtain upon hire, is required.

KNOWLEDGE OF

- Communications: Techniques and methods of communication, including alternative ways to inform and entertain via written, oral, and visual media.
- Confidentiality: Methods and techniques of the proper handling and precautions for classified, confidential, and sensitive information.

- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Computers and Electronics: Computer hardware and software, including applications.
- English Language: The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Government Policy: Policies, operations, processes, procedures, and limitations at the local, state, and national levels.
- Law and Government: Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Legal Research: Resources and techniques, including electronic research tools.
- Mathematics: The operations and interrelationships of numbers, including arithmetic, algebra, and statistics.
- Office Systems: Administrative / clerical procedures and systems such as word-processing, filing and records management, form design principles, and other procedures and terminology.
- Statistical Principles: Principles and processes dealing with the collection, analysis, interpretation, and presentation of numerical and/or quantitative data.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office Suite, as well as, InCode and OnBase.

SKILLS AND ABILITIES IN

- Mechanical/Technical: Safely operating diverse equipment, which includes driving a vehicle.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job(s).
- Reading Comprehension: Understanding written sentences and paragraphs in work documents.
- Tailored Written and Oral Expression: Effectively communicating in writing, as well as through speech, so others will understand, with consideration for the needs of the audience.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Record Keeping: Collecting and recording items of information, as in a database.
- Reporting: Researching, analyzing, and compiling data and preparing concise documents, which includes reports, business correspondence, and procedure manuals.
- Persuasion: Convincing others to approach things differently.
- Descriptive Analysis: Computing rate, ratio, percent, and/or drawing and interpreting bar graphs.
- Interactive Presentation: Effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Time Management: Managing time wisely to completing assignments in a timely manner.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Inquiry/Probing: Using oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective interviews.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.

GUIDANCE RECEIVED

Periodic Supervision and Range of Guidelines/Procedures

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

CONTACTS

Internally, this position interacts daily with all levels of Court supervision and staff, frequently including Judges and prosecutors. The role also has routine contact with other departments.

Externally, this position engages daily with the public, including parents and juvenile offenders. Regularly, it also contacts community agencies and school resources.

EQUIPMENT AND PROPERTY

This position has general responsibility for its work area, office equipment, and resources needed for Teen Court operations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is constantly required to listen and see. Frequently, s/he is required to sit, stand, talk, and walk. Occasionally, s/he is required to carry, climb, drive a vehicle, grasp, lift up to 10 pounds, reach, and stoop. Rarely, s/he is required to push or pull. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment usually is low to moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.