

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
Revised: 09/29/03  
Approved by NYS OTDA: 04/08/05

### **YOUTH COURT DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the responsibility of managing and directing the overall activities involved in the operation of youth court programs, including recruiting, training and supervising youth and adult volunteers associated with administering such programs. This program is designed for first time youth offenders, who will be judged and sentenced by their peers to perform community service. The incumbent is responsible for overseeing sentence completion including securing community service sites and to develop and coordinate community support for the program. The work involves considerable public contact with public officials, professional and civic organizations. Supervision is exercised under the Youth Bureau Director, with wide leeway being given to perform duties and responsibilities. Supervision may be exercised over youth and adult volunteers. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Assists in the development, planning and implementation of the goals and objectives of the Youth Court Program;  
Coordinates, directs and implements a comprehensive Youth Court Program;  
Trains youth and adult volunteers;  
Selects and supervises volunteers;  
Prepares and administers a budget in cooperation with the (to be determined);  
Prepares program grant applications;  
Prepares a variety of reports, correspondence, memoranda and other written material related to youth court programs;  
Performs public relations activities, representing the Youth Court to youth groups and civic organizations;  
Interviews juvenile offenders and their parents to determine the youth's eligibility to participate in Youth Court;  
Verifies referrals with Oneida County Probation that each youth is a first time offender  
Maintain records and performs general administrative and clerical duties;  
Oversees scheduling, hearings and case dispositions to ensure proper court procedures are followed;  
Develops and coordinates community service sites for the purpose of having juvenile offenders complete their sentences;  
Organizes and conducts meetings for the Juvenile Justice Team and the Advisory Committee on a regular basis.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of youth development and growth; good knowledge of the juvenile justice system; good knowledge of the court system; working knowledge of New York State laws, rules and regulations as they pertain to youth; working knowledge of the community resources available to the youth populations; working knowledge of the principles, terminology and techniques of publicity, and promotion; ability to establish a rapport with adolescents; ability to express oneself clearly and concisely, both orally and in writing; ability to prepare and supervise the preparation of complex reports and master plans for program development; ability to plan and supervise the work of others; ability to exercise personal discretion and sound judgement especially when dealing with staff and the public; initiative and resourcefulness.

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### **MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree **AND** two (2) years of experience working with youth; **OR**
- (B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree **AND** four (4) years of experience as stated in (A) above.

**NOTE:** Verifiable part-time and/or volunteer experience as stated in (A) above will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENTS:** Possession of an appropriate level, valid New York State Driver's License at time of appointment. This license must be maintained throughout appointment.

Adopted: 08/31/00  
Revised: 09/29/03