

## **TEEN COURT COORDINATOR**

### **MAJOR FUNCTION**

This is a supervising position designed to coordinate the Teen Court program activities including all sessions. The Teen Court Coordinator will assist with training and all other duties as assigned.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

- Coordinates intake interviews and make presentation to schools and community groups regarding Teen Court and recruit adult as well as juvenile volunteers.
- Conducts Teen Court staff meetings at least once a week.
- Schedule and maintain Teen Court cases for follow up on sanction compliance.
- Meet with Court Alternative Director on the as needed basis.
- Works independently on departmental professional, technical, or administration functions with responsibility for planning of work to attain assigned objectives.
- Makes major decision limited only by department policies, procedures and regular requirements and standards.
- Follow established Teen Court goals and objectives.
- Analyzes current trends and statistical data to recommend improvements.
- Coordinates day to day Teen Court Operations and supervise staff.

### **SECONDARY FUNCTIONS**

- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This position is designed to provide excellent customer service to other State, County departments, employees, and members of the general public. Personal contact occurs with other employees of the Court, employees of other departments and various segments of the community. Service is provided in person or by phone contact.

### **SUPERVISION**

The Teen Court Coordinator is responsible for directly and regularly supervising two or more Teen Court adult employees, and also the supervision of a number of volunteers, with no indirect supervision. Supervision also includes assigning, directing, evaluating, and reviewing work of subordinate employees. Evaluating job performance;

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recommending selection of new staff members, promotions, status changes, and discipline; scheduling, and coordinating daily work operations.

### **EDUCATIONS, EXPERIENCE, LICENSES AND CERTIFICATES**

#### **Education and Experience**

Bachelor Degree in Criminal Justice or Social Work. Three years experience in criminal justice, delinquency management or social services. Two years of supervisor experience, required. Prior juvenile justice, juvenile diversion or juvenile probation experience preferred.

#### **Licenses**

Possession of a valid Florida Driver's License.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.

#### **Mathematical Skills**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **Problem Solving Ability**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, programs continually.

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- Functions independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.

### **Specialized Skills and Abilities**

- Prior juvenile justice diversion or juvenile probation experience preferred.
- Ability and skill to tactfully deal with various governmental organizations, as well as the general public.
- Must be able to communicate effectively and available to work some evenings.
- Knowledge of Microsoft Office Suite Products.
- Employee decision regarding what needs to be done involve the syntheses of data from multiple technical disciplines.

### **Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to sit, and to lift up to 15 pounds; regularly be required to use hand to finer, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and will frequently be required to stand, walk, talk, or hear. Vision requirements are close and distance vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representatives of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to outdoor weather conditions. The typical noise level for this job is moderate.

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