

WASHINGTON COUNTY
Job Description

JOB TITLE: Juvenile Case Coordinator

Exempt (Y/N): No

DEPARTMENT: Prosecuting Attorney

DATE PREPARED: August 2010

SUPERVISOR: Juvenile Prosecuting Attorney

SUMMARY:

The incumbent is accountable for paraprofessional work in the office of the Juvenile Prosecuting Attorney. This includes the gathering of information and preparation of case material to be used in court by the Juvenile Prosecutors. Work involves considerable interaction with the public, various agencies, and police departments, often under stressful or difficult conditions. This person will evaluate citizen and police reports to determine whether any further investigation is needed prior to filing charges and to determine the value of witnesses, their testimony, and other evidence prior to trial. The incumbent will file all petitions, issues summons (if needed) in the Circuit Clerk's Office. The incumbent will prepare the files for arraignment, adjudication, and trials. The incumbent will prepare all revocation of probation petitions and file mark them in the Circuit Clerk's Office. This person will assist and consult with the Juvenile Prosecutors prior to cases that go to trial and release witnesses if needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as needed.

1. File all delinquency petitions and summons as needed.
2. Prepare the criminal files for Court.
3. Docket all disposition orders, orders of restitution and any other orders that come back from Court.
4. Prepare all adjudication orders, disposition orders, orders of restitution, and blank orders for Court.
5. Mail out restitution letters to victims in violent cases after the defendant has been arraigned.
6. Supervise law clerks and assist them with any questions they have.
7. Prepare all revocation petitions (including warrants and orders when requested).
8. Assist the Prosecutors by gathering information from police agencies, if additional discovery is needed.
9. Send all discovery to defense attorneys.

10. Notify all parties of Court dates; reschedule Court dates as required.
11. Serve as a liaison between the Juvenile Prosecuting Attorney's Office and police departments.
12. Check with all local police departments and agencies concerning on going and filed cases for new evidence.
13. Assist with scheduling and rescheduling cases. Ensure that all dispositions are Docketed.
14. Check on Victim Restitution letters, evidence and police reports and other information to assist the office in determining whether to go to trial or not and in the preparation of case material to be used in Court by the attorneys.
15. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.
16. Coordinate witnesses and evidence for trial to accommodate the varied schedules of each individual.
17. Perform all liaison activities in a professional manner to ensure maximum cooperation between and among the County and other agencies.
18. Review the Juvenile Detention census on a daily basis to determine the arraignment dates for juveniles that have been detained, and prepare for the Court date.
19. Organize arraignment paperwork, gathering police reports from various agencies for formal charges to be filed. Paperwork must be filed on a timely basis.
20. Work closely with the Judge's Case Coordinator to insure calendar is accurate and up to date.
21. Assist in development of continued improvements in current case management system and enter information in case management system.
22. Have all orders file marked at the Circuit Clerk's Office.
23. Make sure all files for each full day of Court are complete and available to the Prosecutor in Court.
24. Assist citizens in filing citizen complaints.

25. Keep track of all statistics for the year including; petitions, revocations, DYS commitments, juveniles filed as adult, FINS cases, and show causes and give to the Prosecuting Attorney.
26. Monitor FINS work, and advise the Legal Secretary for the Juvenile Prosecutor's Office in proper office procedures as needed.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The incumbent must have completed at least two years of college and have no less than five years experience with a law enforcement agency or equivalent combination of education and experience.

OTHER SKILLS and ABILITIES:

The Juvenile Case Coordinator should be able to organize work so as to work without supervision. Must have diplomatic skills to work with attorneys, police agencies, state and out of state agencies. Knowledge of modern office practices, procedures, and equipment is necessary. Must possess strong written and verbal communication skills, understanding of legal terminology, knowledge of judicial proceedings and rules of evidence. The ability to analyze facts, statements, and evidence as well as the ability to establish a good rapport with individuals often under difficult circumstances is required. The Juvenile Case Coordinator should also possess computer skills with a good understanding of Word. Ability to independently resolve problems.

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects and talk or hear. The employee is frequently required to walk, stand and reach with hands and arms.

Specific vision abilities required by this job include the ability to adjust focus, color vision and close vision.

The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.