



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: **October 22, 2025**

Date Listing Will Close: **October 29, 2025 - 5:00 p.m.**

The following department has a vacancy for qualified employees in the following position:

Class Specification: **Transportation Aid**

Location /Department: **Youth Court - Intervention**

Salary: **\$15.40 (Part-time/up to 30 hours a week)**
NOTE: This is a grant funded position set to expire September 20, 2028.

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached JobDescription Qualifications /

Experience: See Attached Job Description

E.O.E. and A.D.A.

HARRISON COUNTY PERSONNEL/HUMAN RESOURCES

1801 - 23rd Avenue, Second Floor, North Hall, Gulfport Courthouse

Phone: (228) 865-4194 Fax: (228) 865-4162

www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

**HARRISON COUNTY, MISSISSIPPI
JOB DESCRIPTION**

JOB TITLE: Transportation Aid

DEPARTMENT: Youth Court – Juvenile Intervention Court

REPORTS TO: Youth Court Administrator **FLSA STAUS:** Part Time up to 30 hours /
Non Exempt

MAINTENANCE REVIEW DATE: October 21, 2025

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this position. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this description. Nothing within this job description restricts management's right to assign or reassign job related responsibilities and tasks at any time. Certain functions are understood to be essential. These include, but are not limited to: maintaining confidentiality of all records; ability to adapt and function under daily stressful situations; exceptional organizational skills; regular and daily attendance; the ability to work in a fast-paced and diverse environment and the ability to effectively prioritize constantly shifting responsibilities; and the ability to work well with all other staff members. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: Responsible for transporting Juvenile Intervention Court (JIC) participants and/or parents, guardians, custodians who experience transportation barriers to ensure compliance with JIC requirements and to assist with maintaining and reaching healthy sobriety.

ESSENTIAL JOB FUNCTIONS:

- Transport JIC youth participants and/or parents, guardians, custodians to and from Youth Court as needed.
- Transport JIC youth participants and/or parents, guardians, custodians to and from random drug screenings, therapy appointments, court appearances, educational needs, etc.
- Transport JIC youth participants and/or parents, guardians, custodians upon request of the court and/or JIC team members.
- Prepares and maintains documentation and travel logs related to daily transportation of JIC youth participants and/or parents, guardians, custodians.
- Responsible for scheduling pick-ups and drop-offs of participants and/or parents, guardians, custodians.
- Must work closely with the Youth Court, JIC team members, and JIC youth participants and families.
- Serves at the will and pleasure of the Court.
- Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to operate a 15 passenger van.
- Ability to work under daily time constraints and pressure in a close working environment.
- Ability to prioritize, plan, organize, coordinate and carry out essential job functions with little assistance and supervision.
- Excellent communication skills and organization skills.
- Ability to interact effectively with employees with the department and with outside agencies.

EDUCATION/EXPERIENCE:

GED or high school diploma.

ADDITIONAL REQUIREMENTS: Must have a valid Mississippi Driver's License which shall be maintained for the duration of employment. Must pass a criminal background check, including local police check as well as the Child Abuse registry. Must pass a driving record background check with no at fault accidents for past 3 years. Must obtain Class D license within 90 days of hire.

CONFIDENTIALITY IS MANDATORY when working with cases involving minors. All court proceedings, agreements/arrangements and documents must remain strictly confidential.

NOTE: This is a grant funded position set to expire September 20, 2028.

Salary Range: \$15.40 Hr.

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

YES NO

Work involves lifting, pushing, pulling or carrying 40 pounds or more		X
Work involves the operation of earth-moving equipment or commercial motor vehicles		X
Work involves the operation of non-commercial motor vehicles	X	
Work involves the operation of tools such as axes, shovels, sling blades, etc.		X
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers or tractors		X
Work involves climbing or running		X
Work involves stooping, bending, twisting, or reaching out in unusual positions		X
Work above ground or floor level, such as on stools or ladders		X
Work in a relatively high average temperature over a long period of time		X
Work involves considerable physical exertion of the whole body over a long period of time		X
Work requires near vision (20 inches or less)	X	
Work requires distance vision (20 feet or more)	X	
Work involves the detection of color differences	X	
Work involves determination of the correct location of a sound, such as footsteps		X
Work involves hearing and understanding conversations or sounds	X	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job.

YES NO

Outdoor Weather Conditions	X	
Wet, Humid Conditions (non-weather)		X
Work Near Moving Mechanical Parts		X
Work in High, Precarious Places		X
Fumes or Dust		X
Toxic or Caustic Chemicals		X
Extreme Heat (non-weather over 90° F.)		X
Low Noise (e.g., business office)	X	
Moderate Noise (e.g., light motorized equipment such as lawnmowers)		X
Loud Noise (e.g., jackhammer, heavy motorized equipment)		X