



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: July 25, 2024

Date Listing Will Close: August 1, 2024 at 5:00 p.m.

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

Class Specification: Youth Court Prosecutor

Location /Department: Youth Court

Salary: \$70,000 - \$75,000

Position Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

HARRISON COUNTY PERSONNEL/ HUMAN RESOURCES

1801 - 23rd Avenue, First Floor, South Hall, Gulfport Courthouse
Phone: (228) 865-4194 Fax: (228) 865-4162 www.harrisoncountymys.gov

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

HARRISON COUNTY, MISSISSIPPI JOB DESCRIPTION

JOB TITLE: Youth Court Prosecutor **FLSA STAUS:** Exempt

DEPARTMENT: Youth Court **POSITION CODE:**

REPORTS TO: Youth Court Judge and Youth Court Administrator

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 SUMMARY: The position of Harrison County Youth Court Prosecutor consists of the following tasks, obligations, and responsibilities, including, but not limited to:

Prosecution of all cases through the Harrison County Youth Court (abuse, neglect, dependency, delinquency, CHINS, etc.). The attorney will: (a) review case files, MDCPS investigations, and law enforcement reports; (b) collaborate with abuse/neglect intake and delinquency/CHINS intake regarding recommendations to the Judge for the track the case should follow; (c) meet with witnesses and/or victims as needed to prosecute the cases; (d) perform legal research, as needed, for the prosecution of each case; (e) appear in court for prosecution of said cases; and (f) perform any other assignments as may be required by the Youth Court Judge and/or the Youth Court Administrator. Additionally, the Youth Court Prosecutor shall be required to maintain all certifications to be able to serve as Prosecutor, Public Defender, and as Guardian ad litem on Youth Court cases. Any private practice is prohibited.

JOB DUTIES AND RESPONSIBILITIES:

1. Review case files.
2. Meet with witnesses and/or victims as needed to prosecute the case.
3. Evaluate police and MDCPS reports and perform legal research for the prosecution of each case.
4. Appear in court for the prosecution of Youth Court cases.
5. Utilize a computer to work through MYCIDS.
6. Utilize a computer to type letters, forms and any other documents that may be required during the course of cases.
7. Meet the minimum number of CLE hours (each year) as required by the Mississippi Bar Association.
8. Perform other related duties as required.
9. Serves at the will and pleasure of the Youth Court Judge.
10. Participates in family team meetings including meetings to consider placement outside the home when appropriate.

QUALIFICATINS: Must be knowledgeable in Youth Court law. Must be able to work in harmony with others.

EDUCATION/EXPERIENCE: Juris Doctor Degree and licensed to practice in the State of Mississippi. At least 3 years experience in the practice of law is recommended. Must attend all necessary Public Defender, Guardian Ad Litem and Parent Representation training.

Salary: \$70,000-\$75,000

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

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓