



## **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 28, 2024

Date Listing Will Close: November 4, 2024 @ 5:00 PM

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

Class Specification: Youth Court Public Defender

Department: Youth Court

Salary: \$70,000 annually

Position Summary: See Attached Job Description

Job Duties and Responsibilities:

See Attached Job Description

Qualifications / Experience: See Attached Job Description

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### **HARRISON COUNTY HUMAN RESOURCES**

1801 – 23<sup>rd</sup> Avenue, Second Floor, North Hall, Gulfport Courthouse  
Phone: (228) 865-4194 Fax: (228) 865-4162 [www.co.harrison.ms.us](http://www.co.harrison.ms.us)

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

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

# HARRISON COUNTY, MISSISSIPPI

## JOB DESCRIPTION

**JOB TITLE:** Youth Court Public Defender      **FLSA STAUS:** Exempt

**DEPARTMENT:** Youth Court      **POSITION CODE:** 8820

**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:** Represents juveniles charged with delinquent acts and CHINS offenses when the juvenile does not have privately retained counsel. Represents indigent parents before the Court in abuse or neglect proceedings when appointed by the Court. Occasionally serves as Guardian Ad Litem in abuse and neglect proceedings. This is a full time position. Any private practice is prohibited.

**JOB DUTIES AND RESPONSIBILITIES:** The following are intended only as illustrations of the various duties assigned to this classification. The absences of specific tasks does not exclude them from the position if the work is similar, related, or a logical assignment of the position.

1. Review case files.
2. Confers with clients prior to all hearings.
3. Represents clients at all hearings.
4. Files necessary motions, subpoenas witnesses.
5. Files appeals to the Supreme Court when appropriate.
6. Keeps current with the court's docket to avoid delay.
7. Keeps current with community resources available to provide needed services.
8. Visits clients in Juvenile Detention Center.
9. Participates in family team meetings, including meetings to consider placement out of the home.
10. Meet the minimum number of CLE hours (each year) as required by the Mississippi Bar Association.
11. Perform other related duties as required.
12. Serves at the will and pleasure of the Youth Court Judge.

**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. Three years experience in the practice of law is preferred. Must attend all necessary Public Defender, Guardian Ad Litem and Parent Representation training.

**Salary: \$70,000**

**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)		✓