

Youth Court Clerk/Designee

Summary

Processes legal documents, completes data entry, handles case management, oversees programs, monitors and maintains case files, and monitors leg monitors. Performs Court duties as assigned and required by Judges.

Characteristics of Work

Creates, pulls and maintains legal files and verifies information. Pulls files for Court. Enters paperwork into the Docket book and files. Assists with setting court dates and completing Orders. Manages transport Orders and arranges transport. Scans in paperwork and ensures all Summons and Subpoenas are signed and entered into the system. Completes petitions. Screens visitors and telephone calls. Maintains order and control in facility. Must be able to deal professionally with irrate and disorderly individuals. Takes affidavits from clients, schools and CPS workers. Some intake responsibilities including, but not limited to, loading information for hearings/custody changes. May be on call on a rotating basis as a designee. Makes referrals to community base programs. May be required to contact detention centers. Obtains medications as needed. Must have good computer skills.

Minimum Requirements

Applicant must be a highschool graduate. Applicant must have basic computer skills, be familiar with computerized software, including word processing and preferably understand the Court System.

ALL RESPONSES MUST BE POSTMARKED BY JANUARY 18, 2019.

**Mail to:
County Court Judges
P.O. Box 1549
Meridian, MS 39302**

