

COURT LIAISON - SCHOOLS

Code No. 4-16-201

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position, located in a school district, is responsible for developing and promoting positive attitudes of students regarding regular school attendance, specifically students involved with the court system. Duties include acting as a liaison to the courts, school district, and various community agencies as well as assisting with securing the most appropriate educational program for each student. This position is designated to file truancy petitions. The employee reports directly to, and works under general supervision from a higher-level staff member with wide leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Serves as a school representative to family court judges regarding students with juvenile delinquent petitions, neglect petitions, and custody cases;

Attends Family Court each time a student appears on a Person In Need Of Supervision (PINS) truancy petition;

Reviews and signs all PINS truancy petitions;

Makes arrangements for PINS truancy related summonses to be served to students;

Completes warrant data sheets and extension sheets and notifies district of active PINS truancy related cases;

Requests support, such as mentors, from district staff for students returning to their educational programs;

Communicates the district's mission throughout the schools, community and the court system;

Assists families in securing the most appropriate educational program for the students;

Maintains daily contact with district staff regarding students' attendance, behavior, adjustment, and academics and with agencies that are providing services;

Maintains contact with Monroe County departments and agencies such as the Department of Human Services, Office of Probation, and the Child and Family Services Division;

Maintains a database regarding status of ongoing court activity of students.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the truancy petition process; good knowledge of local government agencies and services related to youth; working knowledge of the Family Court system; ability to isolate and focus on core issues of students that affect behavior; ability

to establish priorities; ability to work within the judicial and school system and learn related procedures; ability to analyze and assess students' situations in order to determine appropriate avenues to take to improve academic attendance; ability to advise students and families of appropriate educational programs; ability to file PINS truancy petitions; ability to maintain databases; ability to communicate orally and in writing; organizational ability; ability to establish and maintain effective working relationships and work as a team member; ability to develop and maintain positive relationships with families and students; ability to keep and maintain accurate records and reports; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma PLUS either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Doctorate of Jurisprudence or a Master's degree in Education, Social Work, Psychology, Counseling, Criminal Justice, Law, Legal Studies, or Law and Society, PLUS three (3) years of paid full-time or its part-time equivalent professional* experience in counseling**, education, social work, or working with individuals involved with the court system***, or as an attorney; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Education, Social Work, Psychology, Counseling, Criminal Justice, Legal Studies, or Law and Society plus five (5) years paid full-time or its part-time equivalent professional* experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*Professional experience, for the purpose of these minimum qualifications, does not include clerical, secretarial, para-professional, or similar experience.

**Counseling, for the purpose of these minimum qualifications, involves interviewing individuals and/or families, discussing and evaluating their problems (e.g., drug and alcohol abuse, family conflicts, disabilities) and developing and carrying out plans to resolve problems. Those who perform counseling duties work directly with individuals and/or families on an ongoing basis in order to assist them and monitor and evaluate their progress.

***Acceptable professional experience in a court system must include having direct contact with judges and court staff, writing petitions, or interviewing clients.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: August 9, 2012