



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Veterans Court Mentor Coordinator</u>	NEW: _____	REVISED: <u>X</u>
	<small>(Please check one)</small>	
REPORTS TO: <u>Assistant to the Court Administrator</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>04/2017</u>
DEPARTMENT: <u>Veteran's Court</u>		JOB CODE: <u>603</u>

SUMMARY:

Under general supervision, the Veterans Court Mentor Coordinator recruits, screens for eligibility, and maintains a list of interested mentors for court participants. The Veterans Court Mentor Coordinator trains mentors and leads mentoring sessions. Responsible for some clerical work.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Contacts local Veteran organizations to find potential mentors for Veterans Treatment Court participants. Recruits and trains mentors, matching them appropriate participants. Attends Veterans Treatment Court staffing and provides report to team for mentors. Attends Veterans Treatment Court sessions.

Daily tasks include: data entry, scheduling appointments, and responding to inquiries. Assist Lead mentoring sessions with Veterans who have come into contact with the criminal justice system and making presentations to interested parties.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Basic knowledge of personal computers and standard software applications related to court support work.
2. Basic knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
3. Basic knowledge of legal processes and terminology.

4. Basic knowledge of the criminal justice system in the State of Missouri.
5. Basic knowledge of the Veterans Administration and how to navigate Veteran benefits.
6. Basic knowledge of Alcoholics Anonymous, Narcotics Anonymous, or similar program models.
7. Skill in mathematics including the ability to calculate numbers using addition, subtraction, multiplication and division.
8. Skill in application of state and federal guidelines, rules and statutes to perform essential functions of position.
9. Skill in discretion and maintaining confidential information.
10. Skill in handling stress successfully and diffusing violent or disruptive situations.
11. Ability to operate a motor vehicle safely and abide by state traffic laws and regulations.
12. Ability to work independently and follow instructions.
13. Ability to make work decisions in accordance with law, regulations, and departmental policies.
14. Ability to establish and maintain effective working relationships with others.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must be able to travel to other locations for recruitment purposes. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires continuous sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment. Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Occasional driving, squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, law enforcement agencies, court employees, attorneys and members of other entities.

MINIMUM QUALIFICATIONS:

High school diploma or GED. Possession of a valid driver's license and a good driving record. Be a veteran from one of the branches of the United States Military, or from one of the their corresponding Reserve or Guard branches. Must have Honorable Discharge.

PREFERRED QUALIFICATIONS:

One year experience working in a Criminal Justice related field.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.