

JUVENILE CASE MANAGER

JOB PURPOSE AND SUMMARY

To direct, manage, supervise, and coordinate the programs and activities of the Bastrop Municipal Court juvenile cases, including juvenile crime prevention, counseling, and detention; to coordinate assigned activities with other County departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Municipal Court Judge.

The Juvenile Case Manager receives administrative direction from the Court Administrator, Court Operations Manager and Municipal Judge. The incumbent exercises direct supervision over management, professional, and clerical staff.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Assumes management responsibility for all services and activities of the Juvenile cases
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs including the management, maintenance and operation of the volunteer services, and other programs within the Municipal Court Juvenile program; recommends, within Court policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Court Administrator and Judge; implements improvements.
- Selects, trains, motivates, and evaluates Court personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans, directs, coordinates, and reviews the work plan for Juvenile case services and programs; meets with staff to identify and resolve problems; assigns work activities projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Develops and participates in the administration of the Juvenile case annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Serves as a liaison for the Municipal court on Juvenile cases with other County departments, divisions, and outside agencies; negotiates and resolves significant and controversial issues.

- Provide oversight or coordinate with Teen Court and its Board
- Research special issues concerning youth services and make recommendations to management
- Participate in strategic and long-range planning including the Court's business plan, forecasting, and annual budget
- Participate in developing and monitor program goals, objectives, performance measures, and compile statistical and financial information as needed
- Provides responsible staff assistance to the Municipal Court Judges; prepares and presents staff reports and other necessary correspondences.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Juvenile Case programs, policies, and procedures as appropriate.
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of juvenile services.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Develops programs for juvenile offenders within jurisdiction of the Municipal Court; negotiates contracts with outside agencies for delivery of services; prepares grants to provide funding for additional resources and services.
- Work with management to ensure compliance with state and local laws affecting municipal court and ensure all federal, state, and local reports are filed in a timely manner
- Attend meetings and seminars to stay current in job practices
- Perform duties of subordinates as needed
- Performs other duties as may be assigned

Minimum Qualifications

High school diploma or GED; supplemented by two (2) years previous administrative support experience; continued hire is contingent upon completion of a 24 hour training program for new Court Clerks sponsored by Texas Municipal Courts Education Center within six (6) months of hire; and Court Clerk Certification Level I, within two (2) years of hire date or an equivalent combination of education, training, and experience.