

CITY OF BRIDGEPORT, TEXAS

**MUNICIPAL COURT
JUVENILE CASE MANAGER (PART-TIME)**

Job descriptions are intended to describe a range of duties performed by employees in the job and are not intended to reflect all duties performed within the job.

JOB SUMMARY

Under supervision of the Municipal Court Judge, the Juvenile Case Manager position is responsible for all juvenile and minor court records; assists the Judge with teen court dockets; maintains all school violations including truancy, failure to attend school and parental non-compliance violations; maintains accurate D.P.S. suspension records; and maintains all community service contacts and mandatory classes for drug, tobacco and alcohol defendants. This position will also assist customers at the cashier's window and on the telephone, and perform other related duties as directed.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Municipal Court Judge.

Exercises no supervision.

ESSENTIAL FUNCTIONS - *Duties may include, but are not limited to, the following:*

1. Communicates effectively, professionally and courteously with the public in person, on the telephone, and in writing; advises defendants of their rights and judicial basic procedures.
2. Schedules and prepares juvenile cases for hearings and maintains all records of the court.
3. Collects, writes, balances and deposits all court fines, fees, bonds, and miscellaneous cash receipts.
4. Serves as a Notary Public, authenticates official documents, and administers oaths.
5. Performs data entry of juvenile citations filed with the municipal court and tracks the progress of each case involving minor defendants.

6. Works directly with School Resource Officer (SRO), the school district, teen court, and alcohol, anger management, drug, and tobacco programs, as well as qualifying community service agencies
7. Meets with juveniles and parents after court hearing to review sentence with juvenile and parent; ensures parent and juvenile understand the contents of the order.
8. Monitors program compliance; monitors judgment compliance; and contacts juveniles and parents who are not in compliance.

Marginal Functions:

1. Performs related duties and responsibilities as required.
2. Required to attend Texas Municipal Training for Municipal Court annually.

QUALIFICATIONS

Knowledge of:

Methods and techniques of providing efficient clerical services.

Operational characteristics, services and activities of a municipal court.

Methods and techniques of docket preparation.

Principles and practices of data entry.

Modern office procedures, methods and equipment including computers and word processing applications.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Maintain effective business methods for the administration of municipal court affairs.

Interpret and explain City court policies and procedures.

Work independently in absence of supervisor.

Respond to request and inquires from general public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationship with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- o Sitting for extended periods of time.
- o Operating assigned equipment.
- o Maintain effective audio- visual discrimination and perception needed for:
- o Making observations

- Communicating with others
- Reading and writing

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of administrative and/or lead experience preferred.

Training:

Equivalent to a High School diploma or G.E.D. required. Additional specialized training in secretarial science, municipal court operations, or related field is preferred. Ability to speak Spanish is desirable.

WORKING CONDITIONS

Environmental Conditions:

Work is performed primarily in an office environment which requires sitting for periods of time and use of a computer keyboard and screen; occasional travel outside of the office in order to attend meetings. Incumbents communicate with others orally, in person or over the telephone; exposure to hostile citizens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for standing, walking and reaching, bending, twisting, crouching, kneeling, grasping, pushing, pulling, dragging and lifting and moving boxes of files and records weighing 30 pounds or less. An incumbent must be able to meet the physical requirements of the job and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. When preparing reports and communicating with others via electronic mail, they make repetitive arm/hand movements using a keyboard and mouse.