

City of Cedar Park

Job Description: Juvenile Case Manager

CLASS NO.

EEOC CATEGORY:

PAY GROUP: 917

FLSA: Non Exempt

SUMMARY OF POSITION

Provide professional services in municipal court cases involving juvenile offenders. This position will also perform a wide variety of specialized clerical duties in support of the municipal court including the initiation, processing, and maintenance of legal documents, correspondence and statistics; and provide information and assistance to the public.

ESSENTIAL FUNCTIONS OF THE POSITION

Design and implement systems and procedures under Municipal Court guidelines to ensure uniform and accurate juvenile/minor case management including docket settings, docket notifications, processing summons or subpoenas, coordinate courtroom activity, system updating, compliance case monitoring, and quality control.

Responsible for accurate court disposition and fine records by collecting payments, posting correctly to the court system, balancing a cash drawer and depositing collections daily, following the established cashiering procedures.

Develop and maintain working relationship with the county, other courts, school officials, community service organizations and city departments to develop and implement collaborative youth services.

Provide assistance to juvenile/minor offenders for alternative sentencing options to include community resources such as, but not limited to; local, state and federal agencies; school resources, and non profit agencies.

Stay abreast of legislature and court procedures and training related to court duties, to ensure compliance with applicable laws, rules, and regulations, primarily as it relates to juvenile/minor offenders.

Assist the public in person and by phone including retrieving information and files, and providing general information regarding scheduling of court dates, defensive driving, warrants, and processing extensions; assist the public in problem solving and research activities.

Compile, type, record and file a wide variety of court records, reports and materials including citations, summons, warrants, letters, reports, and complaints.

Sort, file, copy and distribute court documents, reports to appropriate personnel; process paperwork including quality control.

Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

KNOWLEDGE/SKILLS/ABILITIES

Knowledge of clerical procedures of processing, recording and preparing legal documents, records, and reports related to court operations; good office skills; establishes good working relationship with other employees, communicates well with public

Reading: Reads TMCEC clerk manual, memoranda, legislation, educational and leadership materials

Writing: Writes reports and memoranda

Math: Calculates money from fees collected

Reasoning: Interprets and applies court procedures and City ordinances to duties

EXPERIENCE/TRAINING

High school graduate, or its equivalent, plus one year of experience as a court clerk or juvenile case manager, in a computerized system;

OR any equivalent combination of experience and training that provides the required knowledge, skills, and abilities

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to walk. The employee frequently is required to stand; sit; reach with hands and arms; and perform repetitive motions with wrists, hands, and fingers; stoop, kneel, crouch, or crawl; and talk or hear. Local travel may be required. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 10 pounds.