

City of Keller

JOB DESCRIPTION City of Keller, Texas

JOB TITLE: Juvenile Case Manager
REPORTS TO: Municipal Court Clerk

DATE: 10/17/2011
FLSA: Nonexempt

JOB SUMMARY:

Under general supervision of the Municipal Court Clerk, 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, maintains all community service contacts and mandatory classes for drug, tobacco and alcohol defendants. This position will also assist with customers at the cashier's window and on the telephone, and perform other related duties as directed.

ESSENTIAL JOB FUNCTIONS:

1. Communicate effectively, professionally and courteously with the public in person, on the telephone, and in writing. Advise defendants of their rights and judicial basic procedures.
2. Schedule and prepare juvenile cases for hearings and maintain all records of the court.
3. Collect, write, balance and deposit all court fines, fees, bonds, and miscellaneous cash receipts.
4. Serve as a Notary Public, authenticate official documents, and administer oaths.
5. Data Entry of juvenile citations filed with the municipal court and track the progress of each case involving minor defendants.
6. Work directly with teen court, alcohol, anger management, drug, and tobacco programs as well as qualifying community service agencies.

OTHER JOB FUNCTIONS:

1. Perform other duties as directed by supervisor.

MINIMUM QUALIFICATIONS:

1. High School diploma or a GED equivalent; two years of college preferred.
2. Ability to read, comprehend, and explain laws and legal documents to the public.
3. Ability to type 30 words per minute, operate a ten key calculator, and knowledge of computer software like MS Word and Excel.
4. Good verbal and written communication skills.
5. Strong organizational and time management skills.
6. Ability to be bonded.
7. Previous experience with municipal court, juvenile, or minor programs preferred.
8. Fluency in Spanish language a plus.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to read a computer screen or documents, grasp, handle, feel, type, listen, hear, reach, see, speak, walk, and sit for long periods. The employee is frequently required to bend, stoop, crouch, carry, and lift up to 30lbs. Work is generally performed in a climate-controlled office with limited exposure to outdoors in extreme weather conditions. Work hours are generally Monday through Friday, from 8:00 a.m. to 5:00 p.m., however attendance in Court can vary.