

City of McKinney

JOB DESCRIPTION:

The purpose of this position is to monitor, screen, and assess juveniles that have been charged with class "C" misdemeanor penal code offenses, with priority given to fail to attend cases. This is accomplished by making sentencing recommendations to the judges, monitoring compliance with court judgments; data entry and preparing statistical information for funding. Other duties include educating and referring juveniles and their families to the appropriate agency; performing weekly reviews of all penal code offenses; and interacting with school officials, other city employees and citizens.

MINIMUM QUALIFICATIONS:

Bachelor's Degree, major course work in social science, criminal justice, business administration or related field, or an equivalent combination of experience, training, and education may be considered.

PREFERENECES:

One to three years experience in a municipal or justice court setting. Level One of the Municipal Court Clerk Certification through TMCEC or the ability to obtain within one year of employment.

ESSENTIAL JOB FUNCTIONS:

- Provide individual assessments of juvenile and minor offenders to Municipal Court Judges and State Prosecutors.
- Assist in non traffic juvenile dockets, alcohol minor dockets, contempt dockets, and truancy dockets. Assist in other dockets as need.
- Prepare recommendations and referrals to state mandated programs and community resources by developing creative alternatives to sentencing that will increase awareness, decrease delinquent behavior, and reducing repeat offenders.
- Review police reports and officer citation notes for offenses.
- Review criminal history within city and on Juvenile Information System (JIS).
- Maintain case management for non-traffic offenses and monitor compliance with court orders to final disposition.
- Provide information to State prosecutor and City Marshals of noncompliant cases.
- Set noncompliant judgment cases to juvenile contempt cases.
- Screens and assesses juvenile family needs by developing screening forms for the juvenile and parent to complete; reading and reviewing the form with the juvenile for clarification; and identifying delinquent behaviors and areas of need.
- Locate resources and make referrals by providing families with beneficial information; contacting community agencies in order to gain information about their programs; educating and referring juveniles and their families to the appropriate agencies. Provide public relations with community resources and

state mandated programs to coordinate referrals and maintain quality case management.

- Prepare statistical information by entering juvenile case information, documenting all contacts with juveniles and families, and providing statistical reports.
- Coordinate with McKinney ISD school attendance officers on case management of fail to attend cases.
- Set traffic juvenile and non-traffic juvenile cases for juvenile plea dockets. Be in charge of juvenile and fail to attend letters notifying parents of juveniles of court hearings.
- Meet with juveniles and parents after court hearing to review sentence with juvenile and parent. Ensure parent and juvenile understand the contents of the order.
- Provide customer service to defendants, parents of defendants, officers, resolution center/citizens, and other parties as needed via in person and by phone.
- Update all information to the Juvenile Information System (JIS)
- Other clerical duties as required for maintenance of juvenile cases and dockets.