

CITY OF PASADENA

CODE OF ETHICS:

RESPECT: Treat all individuals with courtesy, dignity, and respect at all times.
Always keep in mind first impressions are most important.

DISCRETION: Treat all personal and sensitive information with the utmost discretion.
Be respectful of privileged information.
Maintain court confidentiality.

FAIRNESS: Conduct oneself without bias or prejudice based upon race, gender, skin color, religion, age, national origin, language, or disability.

Avoid all situations that would give the appearance of acting under improper influence.

Be concerned with both actual impropriety and the appearance of impropriety.

Avoid conflicts of interest; keeping personal views to oneself in regards to

COURT PERFORMANCE:

Faithfully carry out all assigned duties diligently, efficiently, thoroughly, courteously, honestly, truthfully and with utmost discretion.

Keep a positive attitude at all times.

Keep communication open; apply hard work and dedication to position.

Keep up to date on the laws.

Set aside time for stress management.

GUIDELINES FOR TRAINING:

Attend yearly training with TMCEC

Obtain Court Clerk Certification Levels

Attend TCCA (Texas Court Clerk Association) local chapter meetings and JCMA (Juvenile Case Managers Association) meetings to establish contacts with other Juvenile Case Managers.

JUVENILE CASE MANAGER JOB SUMMARY:

Manage all Municipal Court juvenile cases.

Provide administrative support to the Municipal Court pertaining to juvenile cases including minor alcohol violations.

Work with limited supervision.

Act as liaison between the court, juvenile defendants and parents.

Manage and prepare all aspects of cases from initial court appearance to closing of files.

Notify defendants and parents of mandatory court appearance and penalties for failure to appear in court.

Advise defendants of their rights and judicial procedures.

Explain terms of court orders to defendants and parents.

Prepare documents for Judge's signature and perform other related juvenile case and docket maintenance activities.

Monitor compliance in regards to community service and payment plans.

Collect necessary data (ie...incident/accident reports, community service compliance, provide list of alcohol awareness programs).

Have knowledge of

- 1.) court and legal procedures
- 2.) applicable laws, rules, regulations, policies and procedures
- 3.) computer and other office equipment.

Communicate effectively with other individuals.

Qualifications: High school diploma or GED. Experience working within a Court system. Bilingual in English and Spanish.