

Human Resources Job Descriptions

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Class Title: Juvenile Case Manager II

Class Code: G0611

General Statement of Job

Benefits

The Juvenile Case Manager II will assist the court with providing services involving juvenile offenders who are before the court. Work involves servicing the court's juvenile docket by monitoring attendance in Failure to Attend School cases, and identifying/maintaining a referral list for community services opportunities.

Specific Duties and Responsibilities:

Contacts community agencies in order to gain information about their programs.

Recruits and evaluates community service placement sites for juvenile and adult defendants.

Performs research to locate referrals for various county programs and services; Educates and refers juveniles and their families to the appropriate agency.

Locates resources and referrals by providing families with beneficial information.

Coordinates the preparation of juvenile case documents, applications, and community service applications.

Explains the participation, behavior, and reporting requirements for successful completion of community service.

Prepares statistical information for funding and data entry by entering juvenile information into the database on a weekly basis.

Create and manage a program for students to submit weekly attendance records, file records in appropriate folder.

Create show cause summons for defendants who have had unexcused absences.

Communicates with school officials and parents on juvenile's progress.

Performs other related duties as required.

Education, Experience, and Licenses:

Associate Degree required for this position.

Minimum two years of experience in a related field required; or an equivalent combination of education and related experience.

Must be able to pass a State Criminal History background check.

Knowledge, Skills, and Abilities:

- Requires considerable knowledge of the practices and procedures of the court system, including confidentiality requirements and common provisions and requirements for probation of juvenile offender.
- Requires considerable knowledge of methods and procedures for verifying information.
- Requires considerable knowledge of the social and economic factors in the community and the motivation factors and needs of legally delinquent juveniles.
- Requires the ability to research program documents and narrative materials, and to compile reports from information gathered.
- Requires the ability to exercise initiative and independent judgment in analyzing and applying

standards to a variety of situations.

- Requires the ability to verify documents and forms for accuracy and completion.
- Requires the ability to understand oral and written instructions.
- Requires the ability to explain program rules, regulations, and requirements.
- Requires the ability to work in a consulting capacity with a variety of professionals at various levels of authority and influence.
- Requires the ability to exercise tact, courtesy and firmness in frequent contact with probationers, probationers' family members, public school officials, and law enforcement and court officials.
- Requires the ability to exercise discretion in handling confidential records.
- Requires the ability to establish and maintain effective working relationships as necessitated by work assignments.

Physical Demands/Work Environment:

Must be physically able to operate a variety of automated office machines. Must be able to exert up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects. Must have minimal levels of eye, hand, and foot coordination. Requires the ability to see, hear, and speak as well as color perception.

Notice:

The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions

of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

Disclaimer:

Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is intended for internal use only.