

## Job Descriptions

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**Class Title:** Juvenile Case Manager

**Class Code:** G1013

**General Statement of Job** **Benefits**

The Juvenile Case Manager manages all cases involving juvenile defendants and acts as liaison between the school and court. Work involves monitoring the progress of defendants that have been placed on probation or sanctioned for failing to attend school. Employee also monitors parents that have been placed on probation or sanctioned for contributing to the child's non-attendance.

**Specific Duties and Responsibilities:**

**Essential Duties:**

Monitors compliance by reviewing information received concerning judgment.

Attends court and hearings as necessary to track progress and contribute to court procedures.

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

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

Documents all contact with juveniles and families and provides statistical reports that show increases and decreases in various areas.

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

Educates juvenile defendants and parents about alternative programs.

Makes sentencing recommendation to the judges by developing creative alternatives to sentencing that will increase awareness and decrease delinquents behavior and reducing revisits.

Prepares statistical information for funding and data entry by entering juvenile

information into the database on a weekly basis.

Makes recommendations to presiding Judge if disciplinary actions should be taken against juveniles for failure to comply with the Court's orders.

Checks for compliance and contacts juveniles and parents who are not in compliance.

Locates resources and referrals by providing families with beneficial information.

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

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

Interviews indigent defendants that were ordered to perform community service in lieu of paying fines.

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

Performs other related duties as required.

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**Education, Experience, and Licenses:**

Bachelor's 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.

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**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 considerable knowledge of counseling practices and behavioral modification techniques.
- 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 maintain complex and accurate case records and

prepare reports to support the caseload.

- 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, probations' 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.