

El Paso County, TX

JUVENILE CASE MANAGER

Class Code: 102811 - GS16

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Minimum Qualifications	Benefits
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A combination of educational and related experience may be used to meet minimum requirements of six (6) years experience in a related field and a four (4) year college degree required.

Typical Duties:

- Monitors case flow and institutes measures to effectively minimize Juvenile case backlog;
- Monitors activities involved in the processing of each case to include, but not limited to, intake, docketing, scheduling and disposition;
- Assists the judge in establishing a system of "continuance control" prioritizing cases and coordinating the scheduling of cases and constant follow-up on each juvenile* cases during any appropriate Court ordered deferral period;
- Ensures legal notice and legal due process to all parties;
- Oversees the maintenance of case files and records, ensuring that they are current, accurate and complete prior to a scheduled court date;
- Researches legal data for brief or argument based on statutory law or decisions and search for and study legal records and documents to obtain data applicable to case law under consideration;
- Prepares affidavits of documents and keep document file [electronic and hard copy] of correspondence of cases;
- Utilizes differentiated case management skills to place juvenile* law cases on appropriate time tracks;
- Keeps up to date on the laws concerning juvenile law cases in areas of delinquency and truancy related cases;
- Compiles statistical information, reports and data;
- Coordinates and communicates continuously with others to ensure that no conflicting orders are issued on related cases.
- Identifies cases involving high conflict or multiple issues and set them for high-conflict case management conference.
- Commits self to providing excellent customer service and demonstrate commitment through cooperative team and individual efforts; and
- Creates a high quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees, including safety related training and skills.
- Performs such other related duties as may be assigned.

Job Summary:

The Juvenile Case Manager shall assist the court in administering the court's juvenile docket and in supervising its court orders in juvenile cases; monitors activities involved in the processing of each case to include, but not limited to, intake, docketing, scheduling and disposition.

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