

## Midlothian, TX

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### Juvenile Case Manager

Job location: Midlothian, TX 76065 United States

Requisition code: 11-30

Date posted: 10/05/11

Job type: Part-Time

### Job Classification

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Job Category: Legal/Court

### Job Description

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Job description:

This position will provide administrative support to the Municipal Court pertaining to juvenile cases including but not limited to; all school violations including truancy and parental non-compliance, preparing dockets for juvenile cases, processing juvenile citations and tracking the progress of each case, schedule and prepare juvenile cases for hearings, posting payments for fines and bonds and other duties as assigned. The position will work directly with the School Resource Officer (SRO) and school district staff.

### Job Requirements

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Education, training, experience:

High school diploma/GED. Court experience not required; however, Municipal Court Level I certification must be obtained within one (1) year of employment. Must be able to work a flexible schedule. Ability to speak Spanish preferred but not required.

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