

CITY OF MISSION

JOB DESCRIPTION

JOB TITLE: JUVENILE CASE MANAGER

DEPARTMENT: MUNICIPAL COURT

SUPERVISOR'S TITLE: MUNICIPAL COURT HEAD JUDGE

CLASSIFICATION: NON-EXEMPT

I. JOB SUMMARY:

Under the supervision of the Municipal Court Head Judge incumbent will provide services in cases involving juvenile offenders before a court consistent with the court's statutory powers, Sections 25.093 and 25.094 Education Code. The incumbent must be able to work under stress and be able to handle various tasks in spite of interruptions. Responsible to perform centralized administrative functions dealing with the Juvenile Court cases including records management, provide follow-up contacts on closed cases based on social service needs, provide crisis intervention by case assessment and evaluation of family environments, and customer relations. Handles confidential information and frequent contact with all levels of city employees, outside agencies, and the general public. This position has no supervisory responsibilities. Individual will perform other duties assigned by supervisor/department head when needed. This individual will be reporting to the Head Judge.

II. EDUCATION REQUIREMENTS:

- High school diploma or G.E.D. required.
- An associates degree in management preferred, but not required.
- Must have required license/certification current.
- Must be able to speak and understand the Spanish and English language fluently.
- Must have experience and be proficient in Microsoft Work, Excel, use of Internet, Power Point and E-Mail.
- Must be able to type 50 wpm and have good filing skills.
- Must have experience in using a 10 key calculator by touch.
- A minimum of four (4) years experience in Juvenile case management of court procedures and statues.

III. EMPLOYMENT REQUIREMENTS:

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor a the City's expense.

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- Applicant must have a neat and professional appearance.
- Applicant must have a current valid class “C” driver’s license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

IV. SKILL AND ABILITY REQUIREMENTS:

- Ability to follow a firm work schedule as directed by supervisor.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to perform work that is routine and detailed.
- Ability to communicate orally in the Spanish and English language.
- Ability to maintain and prepare complex records, insuring confidentiality.
- Ability to follow procedures for keeping records.
- Ability to prepare Juvenile court orders.
- Ability to handle large Juvenile docket calls and simultaneously prepare Juvenile court orders.
- Ability to deal with public relation issues and citizens inquiries tactfully, courteously and in a business matter.
- Ability to maintain effective working relationships with office staff, auxiliary, city departments, elected officials, and outside agencies.
- Must be able to work well and be available to the public.
- Must have integrity, honesty, and judicial temperament.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to speak and write clearly and accurately (to include correct spelling).
- Ability to make decisions based on available data/criteria, laws, and regulations, or city policy.
- Ability to handle special projects of diverse nature as assigned.
- Ability to read and interpret documents such as safety rules and city policy procedures.

V. EQUIPMENT/MATERIALS: General office and safety equipment/materials to include but not limited to the following:

- Personal Computer - Printer - Telephone
- 10 key calculator - Copy machine - Fax machine
- Cell phone - Typewriter - Mouse
- Keyboard - City vehicle - Diskettes & CDs
- Computer software - Stapler, rulers - Pens, pencils, highlighters
- Policy & procedure handbook

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VI. ESSENTIAL JOB FUNCTIONS:

- Must be able to work at the City of Mission Municipal Court from 8:00 a.m. to 5:00 p.m., Monday through Friday and stay late when having juvenile court hearings are being held and Saturday court order community service projects.
 - Create Juvenile case management files including goals and objectives by assisting families with social service needs such as counseling, anger management, and drug rehabilitation services.
 - Evaluate family needs through home, school, and office visits with participants and their families and keep informed of local resources to help families connect to these local resources.
 - Accomplish case advocacy on behalf of juveniles and their families by explaining the complex rules and regulations of local, state, and federal court proceedings.
 - Maintain ongoing family crisis advocacy by providing documentation and act as a liaison between the juveniles and their families and all relevant local community resources, agencies and organizations.
 - Ensure professional grade documentation by providing expert opinion and recommendation of the juvenile case as it pertains to the participant and family well being and how well the juvenile performed.
 - Educate juvenile/family on positive life skills to assist the participant/family in dealing with daily stressors that could lead to an increase in dysfunctional behavior.
 - Assisting in coordinating follow-up and supervising of juvenile and parent to insure that all community service programs are completed with and are followed.
 - Maintains comprehensive juvenile case files, records, documents, and plans related to the juvenile's crime of offense committed.
 - Follows up with juvenile and parent to insure that the law is being followed.
 - Reports progress to the Head Judge on court payments.
 - Performs independent work assignments for the Head Judge under broad guidelines with minimum direction that are of a complex nature.
 - Must be knowledgeable in court procedures as well as truancy cases.
 - Must have the ability to prepare court orders.
 - Keep and maintain a docket containing each case filed and court action taken.
 - File a certified transcript of the docket with the district court on the first day of that court's term.
 - Enter the proceedings of each trial in the judge's docket.
 - Prepare or assist in the reporting of all juvenile convictions to the proper authorities.
 - Process (subpoenas, summonses, warrants and attachments) to compel the attendance of persons as witnesses in municipal court.
 - Authenticate all official acts of the court by affixing the court seal to all papers issued by the court except subpoenas.
 - Must be able to work well and be available to the public.
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