
CITY OF SAN ANTONIO
CLASS SPECIFICATION

SR JUVENILE COURT CASE MANAGER (2161)

EEO CATEGORY: Professionals

EXEMPT STATUS: Exempt

JOB SUMMARY:

Under general direction, is responsible for administrative and supervisory work formulating and coordinating the Juvenile Restitution program and other programs associated with juvenile court referrals. Exercises direct supervision over assigned staff.

WORK COMPLEXITY:

N.A.

ESSENTIAL JOB FUNCTIONS:

- Directs and supervises staff to ensure the Juvenile Restitution program and other programs associated with juvenile court referrals' goals and objectives are met.
- Monitors and evaluates staff.
- Collects and reports data relating to the Juvenile Restitution program and other programs associated with juvenile court referrals activities.
- Develops and presents statistical reports.
- Acts as liaison between Federal, State, and local agencies concerned with the functions and operations of the programs.
- Coordinates and implements a variety of community programs.
- Serves as a resource to service providers regarding policies and procedures.
- Submits reports and other pertinent information as required.
- Performs related duties and fulfills responsibilities as required.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree from an accredited college or university.
- Four (4) years of experience in Social Services, Administration or related field.
- Or equivalent combination of education and experience.

LICENSES OR CERTIFICATES:

- Valid Class “C” Texas Driver’s License

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of program regulations, guidelines, and requirements.
- Knowledge of basic accounting procedures and practices.
- Knowledge of applicable funding sources and City policies and procedures.
- Knowledge of information gathering techniques, procedures and practices.
- Skill in operating a personal computer and utilizing rudimentary software.
- Ability to establish and maintain effective working relationships with public agencies, City departments, and the general public.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to monitor program expenditures.
- Ability to supervise, evaluate and monitor performance in accordance with City policies and procedures.
- Ability to plan written strategies to be used in completing, monitoring, and evaluating reports.
- Ability to exercise considerable individual judgment and initiative in completing the necessary operations within the program.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Physical requirements include occasional lifting/carrying of 5 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment
