

**CITY OF SAN ANTONIO
CLASS SPECIFICATION**

JUVENILE COURT CASE MANAGER (2160)

EEO CATEGORY: Professionals

EXEMPT STATUS: Exempt

JOB SUMMARY:

Under general supervision, is responsible for assisting in the implementation and coordination of the Juvenile Restitution program and other programs associated with juvenile court referrals. May exercise functional supervision over assigned staff.

ESSENTIAL JOB FUNCTIONS:

- Acts as liaison between local agencies regarding the functions and operations of the Juvenile Restitution program and other programs associated with juvenile court referrals.
- Interprets Juvenile Restitution program and other programs associated with juvenile court referrals' guidelines, and other policies and procedures.
- Receives, reviews, coordinates, and replies to correspondence submitted by operating agencies.
- Participates with other department programs to recognize operational problems; assists in making required adjustments; and promotes program innovation.
- Assigns, evaluates and monitors completion of tasks for the Juvenile Restitution and other programs.
- Performs related duties and fulfills responsibilities as required.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree from an accredited college or university with preferable coursework in Social Work, Sociology, Psychology, Counseling, Criminal Justice, or a related field.
- Two (2) years of increasingly responsible experience in social service.
- Or equivalent combination of education and experience.

LICENSES OR CERTIFICATES:

- Valid Class “C” Texas Driver’s License

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of community service programs.
- Knowledge of social work and management practices.
- Knowledge of principles and practices of supervision, training, and personnel management.
- Knowledge of the community and its needs.
- Ability to make initial determination of services needed by clients and make proper referrals.
- Ability to organize and prioritize assignments.
- Ability to document clearly and concisely pertinent information.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to assign and schedule subordinate staff.
- Ability to train and counsel subordinate staff.
- Ability to establish and maintain effective working relationships with City staff and the general public.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Physical requirements include occasional lifting/carrying up to 50 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.
