

Socorro, TX

JOB TITLE: Juvenile Case Manager
DEPARTMENT: Municipal Court
REPORTS TO: Judge/Municipal Court Clerk
CIVIL SERVICE: X NON-CIVIL SERV.:
COMPETITIVE: X NON-COMPETITIVE:
EXEMPT: X NON-EXEMPT:
FULL TIME: X PART-TIME:

APPROVED
CIVIL SERVICE
Date: 2/22/2011
City Council: 3/3/2011

Pursuant to Code of Criminal Procedure Article 45.056 (Authority to employ Juvenile Case Managers): (a) on approval of...city council...a municipal court may: (1) employ a case manager to provide services in cases involving juvenile offenders before a court...

JOB SUMMARY:

Under general supervision, the Juvenile Case Manager will coordinate and manage the Juvenile Case Docket; coordinate with juvenile's school, guardian(s), attorney or service providers on a continual basis; maintain file confidentiality; keep statistics and records of the Juvenile docket; and manage Juvenile court proceedings.

ESSENTIAL JOB FUNCTIONS:

- * In addition, under supervision of the Court Clerk, the Juvenile Case Manager performs the duties of a Clerk. As Clerk, the Juvenile Case Manager performs a variety of difficult, complex and confidential duties in support of court operations and functions.
- * The Clerk handles client intake; provides clients with basic information regarding court programs, policies, and procedures; responds to basic inquiries in person and by telephone; refers those making inquiries to appropriate source(s) as necessary; receives, compiles, and organizes information for the preparation of documents, records, reports, and correspondence as assigned.
- * Files various information; collects and logs payments from clients; prepares basic client information for client pleadings and enters information into relevant computer systems; handles warrant process as needed; assists with community service process; assists Judge, Court Clerk, Clerk, Bailiff/Warrant Coordinator, or Court Coordinator as necessary and assist in basic court proceedings.
- * Performs other related duties as assigned.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

- * High School Diploma/GED equivalent, Associates preferred or 1-2 years of continued college education or progressive experience in court setting.
- * Posses a valid Texas class "C" Drivers License.

QUALIFICATIONS:

- * Operates office equipment such as typewriter, calculator, copy machine, shredder, computer hardware/software and fax machine.
- * Minimum of one (1) year experience in a juvenile legal setting.
- * Must communicate effectively with guardian(s) and juvenile(s).
- * Knowledge of juvenile courtroom procedures, juvenile law, English grammar.
- * Bilingual skills: English & Spanish preferred.

PHYSICAL REQUIREMENTS:

- * Must be able to sit or stand for extensive periods of time.
- * Must be able to safely operate material handling equipment or otherwise safely move up to twenty five pounds of boxes containing files, evidence or other materials.