



JUVENILE CASE MANAGER / DEPUTY COURT CLERK

DEPARTMENT: Municipal Court
DIVISION: Court Administration
SUPERVISOR: Court Administrator
FLSA STATUS CODE: Non-Exempt
POSITIONS SUPERVISED: None
WORK SCHEDULE: Mon-Fri 8 a.m.-5 p.m.

JOB SUMMARY:

Under general supervision of the Municipal Court Administrator, responsible for assisting with the daily operations requiring specialized knowledge of Court operations and Municipal Court law and laws pertaining to juveniles while possessing strong organizational and basic accounting skills. Responsibilities may include but are not limited to processing citations, collecting fines and fees, scheduling hearings, court dates, and trials, preparing court dockets and summons, assisting with the preparation of complaints, appeals, case transfers, judgments, processing and clearing warrants, corresponding with defendants and attorneys, serving as a courtroom clerk, and data entry. Assumes all responsibility for all services and activities of the juvenile cases. Works as a liaison between parent, juvenile, and the Court. Participates in developing and implementing goals, objectives, policies, and other programs within the Municipal Court Juvenile program. Continuously monitors and evaluates the efficiency and effectiveness of the juvenile programs. Identifies improvement opportunities, reviews improvement opportunities with the Court Administrator, and implements improvements. Assists Court Administrator in planning, coordinating and reviewing the work plan for juvenile case services and programs. Monitors workflow, reviews, and evaluates county programs between agencies, juveniles, and parents. May be assigned to work in a variety of specialized units within the court.

ESSENTIAL JOB FUNCTIONS:

- Maintains all juvenile files
- Review all juvenile files to ascertain what programs, monitoring, and services the juvenile defendant was ordered to undergo and/or perform.
- Attends court hearings, if requested by the Presiding Judge or Court Administrator, to assist in processing juvenile case referrals, to report compliance or lack of compliance of juvenile defendants, and assist juvenile defendants and parents in locating all necessary programs and services that the court has ordered the juvenile to attend and complete, works with city staff to ensure continuity of community service work for juvenile defendants to perform, supervises community service work with juvenile offenders to

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maintain integrity of logging of work performed and to promote a safe working environment.



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- Creates forms, logs, files, and referral sheets to ensure documentation of hours performed and that court-ordered services are provided to the juvenile offenders and their parents; checks status of juvenile offenders at school for attendance and compliance with school rules if required by court order, ensures proper documentation of community service hours for all juvenile offenders.
- Ensures proper documentation of all other court-ordered programs for juvenile offenders, monitors all juvenile files, and keeps juvenile defendants, their parents, and the court apprised of juvenile offenders' progress in court-ordered programs and community service work to help promote a successful completion of the court's orders.
- Obtains and maintains a working knowledge and familiarity of court-ordered programs required of juvenile offenders, including but not limited to community service work, alcohol awareness, and rehabilitation programs, drug awareness and rehabilitation programs, shoplifting rehabilitation programs, and mental health and counseling services available for juveniles.
- Must maintain a working knowledge of the juvenile justice system and issues affecting juveniles today. Maintains a working relationship with the schools where juvenile defendants attend.
- Collect fines and bond payments; receipts cash into the computer; type and mail correspondence; process appeals; input and check computer information for accuracy; balance cash drawer daily; file and retrieve documents; schedule and maintain court hearings and trials; files closed files into closed file cabinet; researches and retrieves records stored in archives.
- Assists the Judge and Prosecutor as needed. Serves as backup for Court Administrator when needed. Performs all other job duties as assigned.

PHYSICAL DEMANDS:

- Sits, stands, and converses for extended periods while assisting a constant stream of customers.
- Climbs ladders; lifts and retrieves boxes weighing up to 30 pounds.

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MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities Required:

- High School Diploma or equivalent is required.
- Good organizational skills.
- Ability to type 40 wpm and use a 10-key calculator by touch
- Experience working with personal computers and Microsoft Office, specifically Word and Excel.
- Excellent customer service and decision-making skills.
- Ability to speak Spanish is preferred but not required.

REQUIRED TRAINING AND EXPERIENCE:

- Bachelor’s Degree in a related field with at least two years of experience working in the municipal court, preferably in the Teen Court or Juvenile Court Department is preferred.
- Possess at least a Level II Court Clerk Certification or ability to obtain it within one (1) year of employment.
- Previous experience in court procedures and familiarity with legal terminology.
- Able to perform multiple tasks in a high-pressure environment.
- Work well under pressure.
- Ability to follow directions and assist other employees as needed.

The City of Forest Hill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Forest Hill will provide reasonable accommodations to qualified individuals with disabilities.

Written/Modified By: _____

Angela Locuste, Human Resources/Civil Service Director

Date: _____

Approved By: _____

Venus M. Wehle, PCED, City Manager

Date: _____

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