



JOB DESCRIPTION

JOB TITLE:	Juvenile Case Manager
DEPARTMENT:	Municipal Court
REPORTS TO:	Court Administrator
FLSA/STATUS:	Regular/Full-time, Non-Exempt

Under general supervision of the Municipal Court Administrator, responsible for assisting with the daily operations requiring a specialized knowledge of juvenile court operations and municipal court law while possessing strong organizational and basic accounting skills. Responsibilities may include but are not limited to: working with juvenile cases and mandatory reporting to state agencies, processing citations, collecting fines and fees, scheduling hearings, court dates, and trials, maintaining the warrant database, 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 courtroom clerk and data entry. May be assigned to work in a variety of specialized units within the court.

ESSENTIAL JOB FUNCTIONS:

Duties and responsibilities include but are not limited to the following:

- Maintains and review all juvenile files to ascertain what programs, monitoring, and services that the juvenile defendant was ordered to undergo and/or perform.
- Attends court hearings, if requested by Presiding Judge or Court Administrator, to assist in processing juvenile case referral.
- Serve as a Notary Public, authenticate official documents, and administer oaths. Report compliance or lack of juvenile defendants and assists juvenile defendant and parents in locating all necessary court order programs and services.
- Work with city staff to ensure continuity of community service work for juvenile defendants to perform for the City of Forest Hill and other non-profit agencies.
- Supervise community service work with juvenile offenders to maintain integrity of logging of work performed and to promote a safe working environment.
- 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,
- Check 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.
- Obtain and maintain 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, mental health and counseling services available for juveniles.
- Work directly with teen court, alcohol, anger management, drug, and tobacco programs as well as qualifying community service agencies.



- 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.

MINIMUM QUALIFICATIONS:

- High School diploma or a GED equivalent; two years of college preferred.
- Ability to read, comprehend, and explain laws and legal documents to the public.
- Experience with Microsoft Office software like MS Word and Excel.
- Good verbal and written communication skills.
- Strong organizational and time management skills.
- Ability to be bonded.
- Previous experience with municipal court, juvenile, or minor programs preferred.

PREFERRED EDUCATION, EXPERIENCE, AND CERTIFICATION: -

- A four year degree in relevant social sciences field such as social work, psychology, sociology, at least two years of experience working in the municipal court, preferably in the Teen Court or Juvenile Court Department.
- Must have a minimum of one year of Municipal Court experience, and at least two years general business and clerical experience involving public contact, preferably with at least one year of cashier/teller experience or any other position consistently dealing with money.
- Must have a Level II Court Clerk Certification or be able to obtain the certification within two years of hire date.
- Working knowledge of LT Systems Court Software,
- Must possess and maintain a valid Texas Driver's License with any applicable endorsements.

BUDGETARY RESPONSIBILITIES

None.