



Title: Juvenile Case Manager – Part Time

Department: Municipal Court

Pay Grade: \$ 14 - \$16 /HR  
Approximately 15-20 hours per week

FLSA: Non-Exempt

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### GENERAL SUMMARY

Under the general supervision of the Court Administrator and the Presiding Judge, employee will be responsible for managing all municipal juvenile cases, acting as a liaison between the court, parents, and juvenile defendants. Ensures parents and juvenile defendants are educated on court processes and orders. Also assists Court Administrator and Court Clerk with clerical and customer service functions of the Municipal Court office. Under Court Administrator's direction, participates in and assists in directing the Teen Court program. Work is performed with limited supervision.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a variety of case-related tasks, which include: assisting with a variety of juvenile dockets; monitoring all aspects of juvenile cases from citation through disposition; explaining terms of court orders to juvenile defendants and their parents; monitoring program compliance and assisting defendants and their families with court-ordered program information; preparing documents for Judge's signature; and performing other related juvenile case and docket maintenance activities.
- Maintains contacts with defendants, parents, officers and/or other interested parties in person, by telephone, or via e-mail.
- Prepares a variety of reports, logs, and other related business correspondence related to juvenile case files.
- Coordinates and monitors court-ordered community service activities, which includes: preparing community service paperwork; scheduling and supervising defendants not able to be placed in traditional community service locations; contacting organizations willing to accept community service workers; closing out cases and ensuring fines have been properly adjusted; and/or, performing other related activities.
- Keeps abreast of local programs that are available to juvenile defendants, which may include: community service programs/options, drug treatment centers, rehabilitation programs, counseling centers, diversion programs, and other related programs.
- Schedules and prepares minors/juveniles for training as needed for the Teen Court program under the direction of the Court Administrator and an attorney advisor.
- Prepares, schedules, and organizes monthly Teen Court docket.
- Promotes Teen Court program in the community and recruits volunteers to participate.
- Checks status of minor/juvenile offenders at school for attendance and compliance with school rules if required by court order.
- Monitors all juvenile cases and keeps juvenile defendants, their parents, and the court apprised of minor/juvenile offenders progress in court-ordered programs and community service work to help promote a successful completion of the court's orders.
- Maintains a working knowledge of minor/juvenile justice system and issues affecting minors/juveniles today.
- Maintains a working relationship with schools where minor/juvenile defendants attend.
- Must exercise discretion, maintain confidentiality, and exhibit professional skills.

- Advises defendants of their rights and basic judicial procedures.
- Conveys a positive professional image by action, communication, and appearance.
- Regular, reliable, and punctual attendance is an essential function of the job.
- Performs all other duties as assigned.

#### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of clerical procedures of processing, recording, and preparing legal documents, records, and reports related to court operations
- Skill in communicating effectively with diverse groups of individuals utilizing tact and diplomacy. Discern and observe needs of public. Handle difficult situations.
- Skill in use of computers and Microsoft office applications; learn and proficiently utilize new computer applications, experience with Incode software preferred.
- Ability to exercise proper judgment when dealing with situations that require immediate action.
- Ability to perform job functions independently and without direct supervision.
- Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other employees, and the general public.
- Ability to apply appropriate laws, policy, or procedures dependent on circumstances.
- Ability to effectively respond to a stressful or high pressure environment; meet deadlines and perform multiple tasks under pressure; work with frequent interruptions and changes in priorities.
- Ability to relate and communicate well with teenage defendants and volunteers.

#### EDUCATION AND EXPERIENCE

- High School Diploma or equivalent required.
- Bachelor's degree in a related field preferred.
- Valid Texas driver's license required.
- Three (3) to five (5) years of work related experience in Juvenile Case Management, Juvenile Probation, or related field preferred.
- Must be able to attend TMCEC Juvenile Case Manager Training within 12 months.
- Must have or be able to obtain within 18 months, TMCEC Level 1 Court Clerk Certification.
- Bilingual in English and Spanish preferred.

**ACKNOWLEDGEMENT**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. The City retains the right to change or assign other duties to this position.

The essential functions described here are representative of those that must be met by an employee, with or without reasonable accommodations, to successfully perform the functions of this job. As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Royse City. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations. This job description in no way constitutes a contract or agreement for employment.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date