



OPPORTUNITY WITHIN THE CITY OF LA MARQUE

POSITION AVAILABLE: **JUVENILE CASE MANAGER**

GENERAL DESCRIPTION:	<p>To direct, manage, supervise, and coordinate the programs and activities of the La Marque Municipal Court juvenile cases, including juvenile crime prevention, counseling, and detention; to coordinate assigned activities with other County departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Court Administrator and Municipal Court Judge.</p> <p>The Juvenile Case Manager receives supervision and administrative direction from the Court Administrator and Municipal Judge.</p>
MINIMUM TRAINING/EXPERIENCE:	<ul style="list-style-type: none"> • High School diploma or GED; • Two years of increasingly responsible court/juvenile services work; alternately, • Any equivalent combination of education and experience, which provides the required knowledge, skill, and ability to perform the work; • Knowledge of court rules and legal procedures, and terminology; and, • Demonstrate proficiency in both oral and written communication; maintain established records and files; type accurately at a speed of at least 40 words per minute; • Prepare records, reports, and other court documents neatly and accurately; operate standard office equipment, including copier, fax machine, calculator, and computer using standard word processing, spreadsheet, and data inquiry software; apply correct business English, spelling, and punctuation; and establish and maintain effective working relationships with other city employees, outside agencies, court officials, and the general public. • Knowledge of/ability to learn City ordinances, policies and procedures governing assigned work. • Ability to learn Federal, State and City laws, codes and regulations. • Able to work well in a stressful, high productivity environment. • Attend yearly training with TMCEC
SALARY:	\$14.954
DEADLINE:	Open Until Filled

An application must be completed and may be obtained on the City's website at www.cityoflamarque.org. Go to the "Employment" tab to print an Employment Application. Employment Applications may be hand delivered or mailed to the City of La Marque City Hall at the address listed below. The City of La Marque is an Equal Opportunity Employer (EOE).

City of La Marque
1111 Bayou Road
La Marque, Texas 77568

See Job Description attached

Title: Juvenile Case Manager **Grade Level:** **Department:** Judicial Department

FLSA Status: Non-Exempt **Reports To:** Court Administrator

To direct, manage, supervise, and coordinate the programs and activities of the La Marque Municipal Court juvenile cases, including juvenile crime prevention, counseling, and detention; to coordinate assigned activities with other County departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Court Administrator and Municipal Court Judge.

The Juvenile Case Manager receives supervision and administrative direction from the Court Administrator and Municipal Judge.

ESSENTIAL JOB FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Must be able to understand state law and have the ability to explain legal options to defendants;
- Assumes management responsibility for all services and activities of the Juvenile cases. Works as a liaison between parent, juvenile and the court.
- Possesses time management & organizational skills and can prioritize work assignments with accuracy and detail;
- Prepares, processes, maintains, files, and distributes as appropriate various legal records and documents related to Municipal Court, including but not limited to citations, warrants, dockets, offense and accident reports, complaints, etc.
- Performs computer data entry to record and retrieve court information and to prepare required reports and correspondence;
- Monitors and maintains adult and juvenile offenders;
- Verifies the defendant's filings, state motions, and court judgments;
- Regular, reliable and punctual attendance is an essential function of this job;
- Maintains, Adds, and Updates Records Management programs. Assembles complete case files and forwards to appropriate personnel;
- Calculates, collects, receipts, balance, and reconciles various fines and fees received;
- Assists defendants, attorneys, and parent/legal guardians on the telephone as well as the clerk's window;

- Assists Judge and Court Administrator in the courtroom;
- Acts in a civil, respectful manner at all times to management, co-workers, and others;
- Exercises considerable discretion when handling confidential information;
- Utilizes Tyler Technologies (court software system) and other networks to research, compile, prepare, file, and maintain municipal court documents;
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Keeps abreast of new ordinances and laws affecting Municipal Court;
- Performs other non-judicial duties and fulfills responsibilities as required.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Assumes management responsibility for all services and activities of the Juvenile cases. Works as a liaison between parent, juvenile and the court.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs including the management, maintenance and operation of the volunteer services, and other programs within the Municipal Court Juvenile program; recommends, within Court policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Court Administrator and Judge; implements improvements.
- Plans, directs, coordinates, and reviews the work plan for Juvenile case services and programs; meets with staff to identify and resolve problems; assigns work activities projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Develops and participates in the administration of the Juvenile case annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies.
- Serves as a liaison for the Municipal court on Juvenile cases with other County departments, divisions, and outside agencies; negotiates and resolves significant and controversial issues. Advocates juveniles' defendants of their rights and judicial procedures. Explain terms of court orders to defendants and parents.
- Prepares recommendations and referrals to state mandated programs and community resources by developing creative alternatives to sentencing that will increase awareness, decrease delinquent behavior, and reducing repeat offenders.

- Provides responsible staff assistance to the Municipal Court Judge; prepares and presents staff reports and other necessary correspondences to the Court Administrator and Judge.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Juvenile Case programs, policies, and procedures as appropriate.
- Participates on a variety of boards and commissions when needed; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of juvenile services.
- Notifies Court Administrator and Judge of difficult and sensitive citizen inquiries and complaints that relates to juveniles.
- Develops programs for juvenile offenders within jurisdiction of the Municipal Court; negotiates contracts with outside agencies for delivery of services; prepares grants to provide funding for additional resources and services.
- Assures juveniles' understanding of obligations with respect to conditions of the Court's order and monitors compliance with the terms and conditions of deferral. Addresses violations of court orders by taking appropriate action. Coordinates case management with representatives of the school and social service agencies.
- Works with and in support of the Warrant Division to ensure efficiency and staffing support as needed.
- Serves as Deputy Court Clerk when not performing juvenile case activities.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of program regulations, guidelines, and requirements.
- Knowledge of applicable funding sources and City policies and procedures.
- 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 establish and maintain effective working relationships with public agencies, City departments, and the general public.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to exercise considerable individual judgment and initiative in completing the necessary operations within the program.
- Ability to prepare Juvenile court orders.
- Ability to maintain and prepare complex records, insuring confidentiality.

GUIDELINES FOR TRAINING:

Attend yearly training with TMCEC

Attend JCMA (Juvenile Case Managers Association) meetings to establish contacts with other Juvenile Case Managers.

Education, Training, and Experience

- High School diploma or GED;
- Two years of increasingly responsible court/juvenile services work; alternately,
- Any equivalent combination of education and experience, which provides the required knowledge, skill, and ability to perform the work;
- Knowledge of court rules and legal procedures, and terminology; and,
- Demonstrate proficiency in both oral and written communication; maintain established records and files; type accurately at a speed of at least 40 words per minute;
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- Knowledge of/ability to learn City ordinances, policies and procedures governing assigned work.
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EMERGENCY OPERATION CLASSIFICATION: TIER 2 Employees not at work are responsible for maintaining contact with their supervisor regarding assignments, to stay abreast of the situation by monitoring radio and television for instructions, and by calling the Emergency Operations Center daily.

