

**CITY OF ALVIN
AN AT-WILL EMPLOYER**

**JOB TITLE: JUVENILE CASE MANAGER
PART-TIME
FINANCE DEPARTMENT**

Under general supervision, assist the court in administering the court's juvenile docket, performs customer service providing routine clerical duties to assist the Municipal Court Administrator in maintaining accurate and complete Municipal Court records; assist in reviewing court orders in juvenile cases; performs related work as required. Incumbent will perform first point-of-contact with juveniles, parents, legal guardians of defendants, and adult defendant by providing customer service. Must be able to perform a full range of duties within a framework of established procedures, with only occasional instruction or assistance. Reports to the Municipal Court Administrator.

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.

- Maintain, add, and update juvenile and other records management programs.
- Perform JNA (juvenile now adult) case processing.
- Act as a liaison between juvenile defendants and community service programs.
- Reviews all incoming citations, warnings, complaints, etc. for completeness and accuracy.
- Prepares, processes, maintains, files and/or 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.
- Verify defendant's filings, state motions, and court judgments. Proof court judgments for completeness and accuracy.
- Maintain, add and update Records Management programs. Assembles complete case files and forwards to appropriate personnel.
- Calculates, collects, receipts, balance and reconciles various fines and fees received.
- Provides assistance and information to the public.
- Answers the telephone; provides information and assistance as requested or forwards calls to appropriate personnel.
- Assists Judge and court personnel in the courtroom as needed.
- Attend all juvenile dockets.
- Acts in a civil, respectful manner at all times to management, co-workers and others.

- Assist citizens with information regarding the entire municipal court process, i.e. options available, court procedures, etc.
- Generate correspondence and documentation to defendants and attorneys related to court case files such as court summons, letters promise to appear, documents receipts, etc.
- Perform record scanning for records management system.
- Keeps abreast of new ordinances and laws affecting Municipal Court.
- May be required to work irregular and flexible hours.
- All other duties as assigned.

REQUIRED EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:

- High School diploma or equivalent;
- 1-2 years of clerical experience;
- Possession of a valid Texas Driver's License;
- Learn department policies, procedures, organization and operating details;
- Handle multiple tasks and prioritize;
- Exercise discretion in confidential matters;
- Self-starter, ability to work independently;
- Must have flexible schedule
- Must attend yearly training with Texas Municipal Courts Education Center (TMCEC).

PREFERRED QUALIFICATIONS:

- Knowledge of court operations, policies and procedures.
- Bilingual strongly preferred.
- Level 1 Municipal Court Clerk Certification (or ability to obtain within 2 years of hire).

Sensory Requirements:

Tasks require sound and visual perception and discrimination, as well as oral communications ability.

SIGNATURE/APPROVAL

Employee Signature	Print Name	Date
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Human Resources Signature	Print Name	Date
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Revised 2018

