

JOB DESCRIPTION

**TITLE: Juvenile Case Manager (JCM)/
 Community Service Restitution Coordinator (CSRC)**

– Part Time Position.

LOCATION:

Palo Pinto County Juvenile Department in conjunction with the Mineral Wells Municipal Court. The office is based at the Palo Pinto County Juvenile Department currently located at:

100 Southeast 6th Ave, Mineral Wells, Texas 76067.

POSITION SUMMARY:

The JCM/CSRC is under the:

General Supervision of the Presiding Municipal Court Judge and Finance Director of the City of Mineral Wells; and,

Direct Supervision of the Chief Juvenile Probation Officer (CJPO) of the Palo Pinto County Juvenile Department.

The JCM/CSRC ensures compliance with all City policies, Municipal Court orders and state/local laws affecting Minor/Juvenile Defendants. The JCM/CSRC also ensures compliance with all County policies, County and District Court orders, including Conditions of Probation, Releases with Conditions and instructions from all Palo Pinto County Juvenile Department staff, including, the CJPO, Juvenile Probation Officers and the JCM\CSRC affecting Juvenile Respondents. The JCM/CSRC also records applicable data and maintains the records and case files of Minor/Juvenile Defendants' and Juvenile Respondents supervised by the JCM/CSRC.

ORGANZATIONAL RELATIONSHIPS:

- 1. Supervised by: Chief Juvenile Probation Officer of the Palo Pinto County Juvenile Department**
- 2. Works closely with:**
 - a. the Mineral Wells Municipal Court Judge;**
 - b. the Mineral Wells Finance Director;**
 - c. the Chief of Palo Pinto County Juvenile Department; and,**
 - d. Palo Pinto County Juvenile Probation Officers and Staff.**

RESPONSIBILITIES:

- Schedules and prepares Minor/Juvenile Defendants' cases for hearings and maintains their records.**
- Maintains the "Pre-Adjudication Intervention Program" as outlined by the CJPO and Municipal Judge.**

- Attends court hearings to assist in processing Minor/Juvenile Defendants and Juvenile Respondents case referrals and attends hearings to report compliance or non-compliance of their cases.
- Assists Minor/Juvenile Defendant and parents in locating all necessary programs and services that the court has ordered the Minor/Juvenile Defendants to attend and complete.
- Meets with Minor/Juvenile Defendants and parents after court hearing to review mandated sanctions; ensures parent and Minor/Juveniles Defendants understands court orders, procedures and options.
- Creates forms, logs, files and referral sheets to ensure documentation of hours performed and that court-ordered services are provided to the Minor/Juvenile Defendant and parents.
- Checks status of Minor/Juvenile Defendants at school for attendance and compliance with school rules.
- Determines proper documentation of community service hours for all Minor/Juvenile Defendants cases.
- Monitors all Minor/Juvenile Defendants' progress in court-ordered programs.
- Obtains and maintains a working knowledge and familiarity of court-ordered programs required of Minor/Juvenile Defendants, including but not limited to: community service work, classes appropriate for Failure to Attend School and various other services as deemed necessary by the Municipal Court Judge and the Chief of the Juvenile Department.
- Perform any and all tasks as directed by the Municipal Court Judge and or the Chief of the Juvenile Department. As situations arise, will be required to work after-hours, weekends, and evenings.
- Works with Juvenile Probation Officers (JPO) in supervising Juvenile Respondents while working to obtaining CSR hours as ordered by the Juvenile Court or Juvenile Department.
- Coordinates and communicates with Juvenile Probation Officers regarding CSR programs available for juveniles under supervision.
- Providing progress information to Juvenile Department staff regarding juveniles supervised, including final outcomes of referred Juvenile Respondents.
- Available to provide information regarding the program in response to inquiries received from members of the general public or those involved in the Juvenile Justice System, including Judges, Probation Officers and the Chief of the Juvenile Department.
- Provide annual reporting data for research and statistical reporting to the Chief Juvenile Probation Officer and the Texas Juvenile Justice Department (TJJD).

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND TRAINING:

- Exercise proper judgment when dealing with situations that require immediate action. Perform job functions independently and with direct supervision.
- Provide excellent public relations and customer service, often to multiple customers during the same time.
- Proficient use of general office machines, such as computer, calculator, copier, scanner and fax machine.
- Be able to relate and communicate well with teenage defendants/respondents.
- Must successfully complete all structured training programs as ordered by the Chief of the Juvenile Department and/or the Municipal Court Judge.

EDUCATION, WORK EXPERIENCE, CERTIFICATIONS AND LICENSES REQUIRED:

1. **A High School Diploma or GED.**
2. **A valid Texas Driver's License.**
3. **At least two years of clerical, administrative or court experience.**
4. **At least two years in supervising minor/juvenile teens.**
5. **Must be able to pass a background and driving record check. Applicant must not have a criminal history of any kind, including: felonies; sex offenses; crimes of moral turpitude or family violence. A check with the Texas Department of Public Records, Texas Department of Public Safety and the Federal Bureau of Investigation will be required prior to employment and at least every two years after hire.**