



DATE	August 2023
JOB CODE	
FLSA	NON-EXEMPT
EEO	

SUMMARY: Responsible for managing all City Court juvenile cases and court referrals. Acts as liaison between the court, parents, and juvenile defendants. Ensures parents and juvenile defendants are educated on court processes and understand the content of their court orders. Responsible for maintaining judicial records of county level offenses. Responsible for helping coordinate the municipal court’s traffic safety outreach. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Provides case-related services to juvenile defendants before Municipal Court Judges and State Prosecutors, which includes: assisting with a variety of juvenile dockets; monitoring and preparing all aspects of cases from citation through court date; explaining terms of court orders to juvenile defendants and their parents; monitoring program compliance and assisting defendants and their families with court-ordered program and community service information; preparing documents for Judge’s signature; and performing other related juvenile case and docket maintenance activities.
- Provides intervention services to juvenile engaged in misconduct before cases are filed through conduction diversionary programs meetings, implementing pre-court agreements, monitoring compliance, and initiating proper protocol.
- Maintains contacts with defendants, parents, officers, the resolution center, and program and community service providers in person, by telephone, or via e-mail. Educates and informs juvenile defendants and their parents with referrals. Monitors compliance on juvenile cases and assists parents that are having problems with compliance by contacting agencies.
- Prepares a variety of reports, logs, dockets, and other related business correspondence related to juvenile case files.
- Keeps abreast of local programs that are available to juvenile defendants, including; diversion programs, community service programs, and/or other related programs.
- Helps coordinate the court’s traffic safety initiative which includes: coordinating with other city departments to provide outreach at community events, engaging with citizens of all ages to offer traffic and pedestrian safety education, maintaining stock of traffic safety outreach materials, and researching beneficial agencies, and primarily responsible for the court’s submission to the Texas Municipal Court Education Center Municipal Traffic Safety Initiative Campaign.
- Responsible for maintaining judicial records of county level offenses including arrest warrants, search warrants, warrant returns, Magistrate’s Orders of Emergency Protection, and coordinating with other departments to ensure records are complete and accurate.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment.
- Potential exposure to criminal suspects.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of legal terms and concepts, and statutes, court rules, and policies;
- Knowledge of community resources;
- Knowledge of conflict mediation principles and practices;
- Knowledge of caseload management principles and practices;
- Skilled in managing a caseload;
- Skilled in providing customer service;
- Skilled in defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Skilled in preparing clear and concise reports;
- Display high standards of ethical conduct and confidentiality;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals. The ability to find creative solutions to routine challenges and demonstrate initiative to follow through;
- Skilled in communicating effectively with a variety of individuals with a focus on adolescent interaction principles;

PREFERENCES:

- Bilingual in English and Spanish.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D
AND
- Two years experience working within a court system, or other related experience.
OR
- Associate's Degree in Criminal Justice or related field of study.
- Level 1 Court Clerk Certification within one year

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.

- Must pass motor vehicle records check.