

Employment Notice

Position: Justice of the Peace, Precinct 4 Juvenile Case Manager
(six month probationary)

Location: 3410 First Street, Pattison, Texas 77466

Job Description:

Manage and prepare all aspects of juvenile related cases from initial filing to disposition in the Justice Court, Precinct 4 of Waller County, Texas. Act as liaison between the court, assistant district attorney, school officials, juvenile defendants, and parents/guardians. Provide assistance in performing additional duties in Justice Court as assigned.

Must abide by the Waller County Resolution No. 2011-006, as required by the 82nd Texas Legislature enacted Senate Bill 6, adopted by the Waller County Commissioners' Court and signed on the 27th day of December 2011. (Resolution, Exhibit A, B and C attached)

Qualifications:

- Must have High School diploma or equivalent
- Must have a reliable transportation
- Must have a valid Texas Driver's License with an acceptable driving record
- Must be proficient in the use of computers and general office equipment
- Must provide a clear criminal background history
- Must communicate effectively with diverse groups of individuals

Responsibilities:

- Obtain and maintain working knowledge of applicable laws, rules, regulations, policies and procedures that apply to the Justice Court and all other Courts as required
- Exercise discretion, maintain confidentiality, and exhibit profession skills
- Work with limited supervision
- Learn and utilize computer applications used by the Justice Court

Hourly Rate: \$19.43 per hour, full-time employment benefits

Applications are available at the W.C. Taylor Building located at 3410 First Street, Pattison, Texas 77466. To be considered for this position a completed application, resume, criminal background history and Texas Driving Record are required.

The submission of your application does not guarantee an interview.

The Court Supervisor will contact you directly if interested in scheduling an interview with you.

Waller County is an equal opportunity employer and does not discriminate based on race, color, religion, age, sex or handicap.

RESOLUTION No. 2011-006

WHEREAS, the County of Waller, has been awarded a grant through the Criminal Justice Division of the Office of the Governor to fund a juvenile case manager;

WHEREAS, the County of Waller has, pursuant to *Code of Criminal Procedure 45.056*, employed Juvenile Case Manager to provide services in cases involving juvenile offenders before the Court; and

WHEREAS, the 82nd Texas Legislature enacted Senate Bill 61, which requires a governing body employing a Juvenile Case Manager to adopt reasonable rules for a Juvenile Case Manager that provide for a code of ethics, educational pre-service and in-service training standards, and training in relevant substantive areas; and;

WHEREAS, the County of Waller, wishes to ensure that it's Juvenile Case Manager receive the requisite training and is held to the highest ethical standards.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS' COURT OF THE COUNTY OF WALLER, AS FOLLOWS:

1. The County of Waller, hereby adopts the Juvenile Case Manager Code of Ethics, attached hereto as Exhibit "A", as the ethical standard to which the County's Juvenile Case Managers shall be held;
2. The County of Waller, hereby adopts the Educational Pre-service and In-service Training Standards, attached hereto as Exhibit "B", as the appropriate educational standards for its Juvenile Case Managers;
3. The County of Waller, hereby requires that its Juvenile Case Managers receive training in the role of the juvenile case manager, case planning and management, applicable procedural and substantive law, courtroom proceedings and presentation, services to at-risk youth, local programs for juveniles, and the detection and prevention of abuse, exploitation, and neglect of juveniles, as set forth in Exhibit "C";
4. The County of Waller, hereby directs that the rules adopted herein be implemented by the appropriate personnel;
- ~~5. The County of Waller, hereby requires annual review of its Juvenile Case Managers to ensure implementation of the rules adopted herein.~~

PASSED AND ADOPTED on this 27th day of December, 2011 by Waller County Commissioners' Court.



Glenn Beckendorff
Judge Glenn Beckendorff

Debbie Hollan
COUNTY CLERK

CODE OF ETHICS FOR JUVENILE CASE MANAGERS

PREAMBLE

The goal of the juvenile case manager is to assist the Court in administering the Court's juvenile docket and in supervising its court orders in juvenile cases. The mission of the juvenile case manager is to assist judges in providing juveniles the resources to shape their futures, connect with the community, and become law abiding citizens. When applying this Code of Ethics, keep foremost in mind that the County is guided at all times by the values of integrity, excellence, compassion, and respect for the dignity of every person.

STANDARDS

Confidentiality. A juvenile case manager shall not disclose to any unauthorized person any confidential information acquired in the course of employment. A juvenile case manager shall not violate the confidentiality of juvenile clients, unless it is to seek consultation services from within the case management program, school campus, or the juvenile has threatened to harm himself, herself or others, or to provide details of any criminal activity or enterprise.

Conflicts of Interest. A juvenile case manager shall be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. In order to maintain the community's trust in the judicial system, a juvenile case manager should avoid soliciting or accepting improper gifts, gratuities, or loans, and should avoid engaging in business relationships that give rise to an appearance of impropriety.

Competence. A juvenile case manager shall endeavor at all times to perform official duties properly and with courtesy and diligence. A juvenile case manager shall fulfill his or her duty and represent himself or herself only within the boundaries of their education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.

Respect for the Law. A juvenile case manager shall abide by all federal, state, county, and municipal laws, guidelines, ordinances and rules. A juvenile case manager shall be familiar with the Texas Code of Judicial Conduct and the basic standards to which members of the judiciary are held.

Abuse of Position. A juvenile case manager shall not use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself, herself, or any other person. A juvenile case manager shall always maintain an appropriate relationship with juveniles coming under the jurisdiction of the Court. A juvenile case manager shall not discriminate against any person on the basis of age, sex, creed, sexual preference, disability, or national origin.

ENFORCEMENT

Any alleged violation of applicable ethical standards shall be subject to investigation and discipline by the Justice Court designated agent or supervisor.

Pre-Service and In-Service Recommendations

Pre-Service Training refers to those skills, training, or certifications possessed at the time of hire or prior to the commencement of the juvenile case manager's full duties.

In-Service Training refers to additional skills, training, or certification hours obtained after commencement of juvenile case manager's full duties.

MINIMUM QUALIFICATIONS

To be eligible for appointment as a Juvenile Case Manager, a person must meet the same minimum hiring standards set forth in the Waller County hiring practices policy and procedure.

Must have at least a high school diploma or GED.

Must be at least 21 years of age.

Must have a valid Texas driver's license.

This position requires a basic knowledge of typing and some computer literacy.

Other training or special abilities include: ability to communicate orally or in writing; ability to organize workloads; set priorities and carry out assignments in a timely manner.

The following factors are important to successful performance in this position: problem solving, analytical ability, communication skills and interpersonal skills. Possession of these abilities is essential to work as a Juvenile Case Manager. Some of the specific requirements that make these factors important are: extensive writing, both in the form of documentation and in the preparation of various reports; extensive communication with other agency professionals and probation staff; juvenile offenders and their families; assessing the individual needs of juvenile offenders; preparing plans of action for juvenile offenders based upon their individual needs.

PRE-SERVICE TRAINING REQUIREMENTS:

(Minimum recommendation of 24 hours of the following prior to the start of case work)

- The role of the juvenile case manager
- Ethics
- Juvenile law and introduction to court procedure
- Fundamentals of case planning and management
- Interagency collaboration
- Risk assessment
- Juvenile mental health
- Child psychology
- Report writing

IN-SERVICE TRAINING REQUIREMENTS:

(Minimum recommendation of 8 hours per year)

- Mental Health
- Legal Updates
- Recognizing and Reporting Abuse and Neglect
- Substance Abuse
- Special Topics
 - Juvenile Gangs
 - Family Violence
 - Bullying
 - Sex Offenders
 - Juveniles with Learning, Psychological and Physical Disabilities
- Upgrades in Documentation and Technology
- How to Be an Expert Witness

Juvenile Case Manager Training Requirements

Pursuant to Article 45.056(f)(3), CCP, Waller County, juvenile case managers must receive training in the following areas:

- The Role of Juvenile Case Managers (3)(A)
- Case Planning and Management (3)(B)
- Applicable Procedural and Substantive (3)(C)
- Courtroom Proceedings and Presentation (3)(D)
- Services to At-Risk Youth Under Subchapter D, Chapter 264, Family Code (3)(E)
- Local Programs and Services for Juveniles and Methods by which Juveniles May Access those Programs and Services (3)(F)
 - Detecting and Preventing Abuse, Exploitation and Neglect of Juveniles (3)(G)