

JUVENILE CASE MANAGER DUTIES

Williamson County Justice of the Peace, Pct. 3

- Assist teenagers with their internship applications.
- Write letters for volunteers who are applying for internships.
- Sign off on Community Service Restitution log sheets.
- Stay after hours when mentors meet with mentees.
- Communicate with mentors to schedule visits and confirm meetings.
- Track the visits with the mentors and their mentees.
- Communicate with Catalyst about the teens who are ordered to attend their programs.
Will call the child's parents if they fail to show up.
- Review emails on services offered by Juvenile Services.
- Assign cases for Teen Court. This includes moving the teen court kids around so they can be matched with various older kids, receive more training and to witness how they handle situations in different ways, manage last-minute cancellations.
- Contact law enforcement officers and request their attendance at Teen Court to testify.
- Sort Teen Court cases/files according to each case.
- Place order and pick up food for Teen Court nights.
- Set up folders for the defense and the prosecution. Ensures that all log sheets and paperwork are available (tickets, log sheets, script, etc).
- Make binders for new students that enroll in the program. If Teen Court applications are received, review them and add them to GroupMe.
- Present extensions or Teen Court requests to Judge McLean for approval or denial.
- Schedule both juvenile and parent contributing cases.
- Send out summonses.
- Serve any out-of-county or out-of-state summonses that may be required in juvenile cases. This requires researching addresses and determining which constable should receive the summonses.
- Prepare case notes for each docket to document the new recommendations and statements from the schools.
- Print party Information forms, juvenile papers or truancy forms in advance for the child and parent(s) to read and sign before court.
- Review and track truancy emails for Show Cause Hearings, dismissals, and updating cases with comments.
- Attach summonses to cases returned by Williamson County Constable 3 or from out of the county.
- Maintain accurate record of Community Service Restitution hours for open Teen Court cases.
- Schedule Show Cause Hearings when Teen Court orders are not being followed.
- Answer phone calls and voicemails.
- Respond to emails sent by minors, parents, law enforcement, or schools.
- Conduct school visits to ensure compliance.
- Attend youth taskforce meetings.