

Atlanta Municipal Court Job Description and Details

Case Manager

Class Code	Class Name	Grade	Min	Mid	Max
LG0905	Case Manager	14	\$33,000	\$41,300	\$49,600

General Description and Classification Standards

Individuals in this position will provide professional services in municipal court cases involving juvenile offenders. This position will also perform a wide variety of specialized clerical duties in support of the municipal court including, but not limited to: the initiation, processing, and maintenance of legal documents; correspondence and statistics; and provide information and assistance to the public.

This is an experienced level capable of carrying out most assignments typical of the position or specialty with limited guidance or review.

Supervision Received

Works under minimal supervision. May assist in training, orienting, or observing lower level associate, apprentice, or semi-skilled employee in the group.

Essential Duties & Responsibilities

These are typical responsibilities for this position and should not be construed as exclusive or all inclusive. May perform other duties as assigned.

Designs and implements systems and procedures under Court guidelines to ensure uniform and accurate case management including docket settings, docket notifications, processing summons or subpoenas; coordinates courtroom activity, system updating, compliance case monitoring, and quality control.

Responsible for accurate court disposition and court fine records.

Develops and maintains working relationship with the county, other courts, school officials, community service organizations and city departments to develop and implement collaborative services.

Provides assistance to offenders for alternative sentencing options to include community ^{services} resources such as, but not limited to, local, state and federal agencies and nonprofit agencies.

Stays abreast of legislature and court procedures and training related to court duties, to ensure compliance with applicable laws, rules, and regulations.

Assists the public in person and by phone including retrieving information and files, and providing general information regarding scheduling of court dates, defensive driving, warrants, and processing extensions; assists the public in problem solving and research activities.

Compiles, types, records and files a wide variety of court records, reports and materials including citations, summons, warrants, letters, reports, and complaints.

Sorts, files, copies and distributes court documents, reports to appropriate personnel; processes paperwork including quality control.

Decision Making

Work is performed as part of a collaborative team and reviewed by the supervisor if needed.

Leadership Provided

None. May be informal team leader or may review work of less experienced professionals or support staff.

Knowledge, Skills & Abilities *This is a partial listing of necessary knowledge, skills, and abilities required to perform the job successfully. It is not an exhaustive list.*

Knowledge of legal tasks, methods, tools, and processes; knowledge of criminal justice or the judicial system; knowledge of law enforcement; knowledge of legal terminology.

Skill in performing most case management tasks; great customer service and bilingual skills; excellent interpersonal communication skills.

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Ability to read and follow complex instructions, plans, court orders, etc.; ability to demonstrate skills of observing others and surroundings; ability to strategize and carry out plans; ability to communicate effectively with the public; must be physically able to operate a variety of job-related machines and or office equipment such as fax machine, computer, scanner, telephone system.

Minimum Qualifications – Education and Experience

High school diploma or GED required.

2 years of clerical or related experience, preferably in a judiciary environment (or any equivalent combination of education, training, and experience which provides the requisite, knowledge, skills, and

Preferred Education & Experience

Associate's degree and/or a two-year equivalent degree from an accredited higher education institution; completion of technical course in case management and 2-4 years' of directly related experience, preferably in a judiciary environment.

Licensures and Certifications

Position would be expected to have licensure or professional certifications appropriate to the position.

Georgia Crime Information Center (GCIC) Certification is required (in order to have authorization to run criminal history, driver's license and vehicle registration reports).

Essential Capabilities and Work Environment

Required physical, lifting, and sensory capabilities are requirements to perform the job successfully. Typical environmental conditions associated with job