



# JOB OPENING

## Troup County Government

<b>Position:</b> Case Manager	<b>Department:</b> Court Services	<b>Salary:</b> \$21.24/Hr
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Under general supervision and instruction this position is responsible for providing comprehensive supervision and case management of assigned court cases.

### Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Must have 1 to 2 years of experience in a related field
- ⇒ Knowledge of the judicial system
- ⇒ Knowledge of case management principles
- ⇒ Knowledge of community resources
- ⇒ Knowledge of relevant local, state and federal laws
- ⇒ Skill in the analysis of problems and the development and implementation of solutions
- ⇒ Skill in the preparation of clear and concise reports
- ⇒ Skill in oral and written communication

### Essential Duties and Responsibilities:

- ⇒ Screens and processes all assigned referred cases through disposition
- ⇒ Meets individually with clients on a regular basis (frequency dependent on participant phase)
- ⇒ Provides initial assessments and evaluations of new clients; assists in the determination of program eligibility
- ⇒ Makes appropriate referrals for ancillary and other services; maintains related documentation
- ⇒ Creates court calendars
- ⇒ Attends staff meetings and court sessions
- ⇒ Participates in team meetings to discuss participants goals, objectives, motivations and barriers to success
- ⇒ Creates, updates and revises forms as needed
- ⇒ Maintains and updates client records
- ⇒ Coordinates intrastate and interstate communication for probation and other court appointments
- ⇒ Responsible for grant required data entry
- ⇒ Creates home check referral needs and listings
- ⇒ Assists participants with life skills such as time management, job hunting, budgeting, etc
- ⇒ Monitors drug screen collection for same sex participants when requested
- ⇒ Performs all other related duties as requested

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.gov](http://www.troupcountyga.gov)**

Job #: 04262023 Case Manager

Grade 16

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**