



City of Missoula Court Case Manager

SALARY	\$28.14 - \$30.92 Hourly	LOCATION	Missoula, Montana
JOB TYPE	Regular, Full-Time	JOB NUMBER	00754
DEPARTMENT	Municipal Court	OPENING DATE	09/10/2026

Overview

Make a difference where it matters most.

The City of Missoula Municipal Court is hiring a **Court Case Manager** to play a key role in transforming lives by connecting individuals in the criminal justice system with the support and services they need. If you thrive on building relationships, navigating complex challenges, and advocating for positive change, this position offers a chance to do impactful work every day. From guiding defendants through discharge plans to coordinating mental health, substance use, housing, and vocational resources—you'll be part of a team working to create safer, healthier outcomes for individuals and the community.

To Apply: All applicants must submit the **City of Missoula application** AND **Cover Letter** explaining your interest in this position and detailing how your experience and education meet the qualifications.

Failure to attach the cover letter will result in your application being incomplete, and therefore, not reviewed by the hiring manager.

Priority Screening of applications will begin on Thursday, September 24, 2026. Applicants applying on or after this date will only be considered if a competitive applicant pool is not received.

Resumes will not be reviewed. All details should be entered on the application.

Starting Pay:

New hires start within our entry-to-market range, depending on experience and qualifications.

The starting range for the position is \$28.14 - \$30.92/hour and will increase each year for longevity and cost of living adjustments.

Full Pay Range:

Each position also has a full wage range that reflects potential growth over time, including annual increases for longevity and cost-of-living.

The full range for the position is \$28.14 - \$32.78/hour.

Essential Functions

- Meet directly with defendants pre- and post-sentencing, using established interview techniques and assessment instruments to determine programmatic needs to develop treatment plans and track defendants' progress.

- Provide defendants support through case management and offering information and/or referrals for mental health services, substance use disorder services, and other various programs/resources.
- Assist with the Pretrial Assistance to Support Success (PASS) program to coordinate services for defendants' pre-disposition to support a successful re-entry into the community following release from incarceration.
- Establish a collaborative network within the community and other relevant partners to involve family members, community resources, and social service agencies to assist defendants, pre-and post-disposition, with employment and vocational skills, educational and training needs, housing, substance abuse resources, etc.
- Assist the Court Program Administrator with community-based programs and other outreach initiatives by attending and providing support to participants and coordinating with other service providers to attend court-sponsored events and provide resources, as needed.
- Perform other duties as assigned, based on training and qualifications.

Knowledge, Skills and Abilities

- Knowledge of, or the ability to learn, local substance abuse, mental health services, and community resources, including related government laws and practices of community resources.
- Knowledge of general criminal justice and case management practices and procedures, including interviewing and counseling techniques, cultural competence with awareness and respect for diversity and inclusion.
- Skill in utilizing various computer software and databases, including Microsoft 365, and the ability to learn job-specific applications and equipment.
- Skill in organization, time management and prioritizing with the proven ability to have keen attention to detail and accuracy in performing work with adherence to strict deadlines.
- Skill in communicating, in person and writing, with the proven ability to establish and maintain effective working and collaborative relationships with diverse individuals.
- Ability to motivate defendants in a positive, constructive manner; facilitating self-determination and self-care through the tenets of advocacy.
- Ability to identify and resolve barriers hindering effective program participation and completion for defendants.
- Ability to research, analyze, and provide decisive solutions to complex problems and situations.
- Ability to maintain current knowledge, developments, and trends related to specific area of focus and/or assigned projects.
- Ability to maintain and exhibit integrity and discretion in handling confidential, sensitive, and criminal justice information.
- Ability to maintain and foster a culture of professionalism, adhere to departmental and City standards and specifications, and support a positive team environment.
- Ability to resolve conflicts with facilitating outcomes while maintaining a calm demeanor.
- Ability to learn City and departmental policies, procedures, and practices.

Qualifications and Additional Application Materials

- Any combination of education and experience equivalent to four (4) years of experience working or providing case management services in behavioral health care, social services; working in a correctional facility with direct contact with clients, or another relevant field.
- Must be able to pass a criminal background check.

The City of Missoula does not sponsor employment visas (e.g., F-1, H-1B, TM). Applicants must be authorized to work in the United States on a full-time basis at the time of application.

Employer

City of Missoula

Address

435 Ryman Street
Human Resources
Missoula, Montana, 59802

Phone

406-552-6130

Website

<https://www.ci.missoula.mt.us/>

Court Case Manager Supplemental Questionnaire

***QUESTION 1**

Please describe any experience you have working within or alongside the criminal justice system. If you do not have direct criminal justice experience, describe any related experience that you believe would prepare you for working in a court setting.

***QUESTION 2**

Please describe your experience working with individuals experiencing houselessness or housing instability and your familiarity with community resources and service providers, particularly those available in the Missoula area.

***QUESTION 3**

Have you attached your cover letter to complete your application?

☐ Yes

☐ No

* Required Question