

# **RUTHERFORD COUNTY, TENNESSEE**

## **CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:**

**JUDICIAL COMMISSIONER**

**FLSA STATUS:**

**NON-EXEMPT**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform clerical work associated with General Sessions Court operations and the criminal judicial process. Duties and responsibilities include preparing warrants and petitions, conducting probable cause hearings, issuing warrants, mittimus, and criminal summons, performing data entry, providing information and assistance to the public, answering the telephone, filing court documents, processing documentation, maintaining files/records, and providing general support within the department. Reports to General Sessions Judge and Senior Judicial Commissioner.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Processes a variety of documentation associated with department operations, within designated timeframes and per established procedures

Prepares and issues criminal warrants and juvenile petitions; maintains log of warrants issued or received; obtains necessary signatures on warrants prior to court dates

Sets court cases and appointments for judges; maintains calendar of activities; schedules and confirms appointments, meetings, interviews, or other activities; updates calendar on a regular basis and notifies parties involved of changes

Conducts probable cause hearings to determine probable cause for arrest; confirms existence of probable cause, legal grounds, or sufficient evidence to issue warrants; reviews, condenses, and enters into computer pertinent information from police reports or from citizens' fact statements for issuance of warrants

Issues warrants for law enforcement officers and for the general public as appropriate; issues mittimus to temporarily detain arrested individuals; issues criminal summons as needed

Transports warrants, petitions, mittimus book, or other documentation to county offices or other locations

Issues search warrants for blood draws of individuals arrested for driving under the influence upon a determination of probable cause for the arrest

Sets bond amounts and issues conditions of bonds and recognizance for arrested individuals; issues domestic assault bond conditions for defendants in domestic arrests

Issues Ex Parte Orders of Protection after regular clerk's office hours

Obtains and maintains NCIC certification; conducts NCIC background checks as needed; determines approval for pre-trial release

Locates court tapes as requested; checks out tapes to attorneys, court reports, or other individuals

Types, prepares, or completes various forms, reports, correspondence, logs, court orders, juvenile petitions, criminal warrants, mittimus, bond conditions, or other documents

## **Rutherford County, Tennessee • Judicial Commissioner**

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Receives various forms, reports, correspondence, arrest reports, worthless checks, fact statements, bond charts, law books, criminal justice handbooks, legal updates, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate

Performs data entry functions by keying data into computer system; enters, retrieves, reviews or modifies data in computer database; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, email, Internet, or other programs

Performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed

Assists with warrants along with public and the schools (SRO's) and types all warrants for them

Maintains file system of departmental records; prepares departmental files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, distributing documentation, opening/distributing incoming mail, or processing outgoing mail

Answers telephone calls and greets visitors; ascertains nature of business; provides information and assistance; directs callers/visitors to appropriate personnel or department; records/relays messages; initiates and returns calls as necessary; responds to complaints and routine questions; researches problems and initiates problem resolution

Communicates with supervisor, employees, other departments, law enforcement personnel, judges, court personnel, attorneys, warrant/booking officers, youth service officers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems

Sets bond amounts by questionnaire

Conducts research as needed

Completes work at assigned work station as determined by supervisor

Must work hours scheduled

### **ADDITIONAL FUNCTIONS**

Provides assistance to other employees or departments as needed

Performs other related duties as required

Fills out paperwork for domestics

Goes through training once a year

Assists with computer issue on the weekends when OIT is closed

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by college level course work or vocational training in office administration and personal computer operations; supplemented by 6 months previous experience and/or training involving office administration, legal/court office work, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee State driver's license.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as odors or violence.

## PHYSICAL DEMANDS ANALYSIS

### 1. STANDING AND WALKING

**Tasks:** Taking warrants back and forth

**Estimated Total Hours:** 4 **Maximum Continuous Time:** 30 minutes

### 2. SITTING

**Estimated Total Hours:** 3.5 **Maximum Continuous Time:** 30 minutes

### 3. LIFTING/CARRYING

**Objects:** Case files, books, storage containers, supplies

| Weight     | Hourly | Daily | Weekly | Monthly | Never |
|------------|--------|-------|--------|---------|-------|
| <10 lbs.   |        |       | X      |         |       |
| 11-25 lbs. |        |       |        |         | X     |
| 26-50 lbs. |        |       |        |         | X     |
| 51-75 lbs. |        |       |        |         | X     |

|             |  |  |  |  |   |
|-------------|--|--|--|--|---|
| 76-100 lbs. |  |  |  |  | X |
| >100 lbs.   |  |  |  |  | X |

#### 4. PUSHING/PULLING

Objects: Files

Height of hands above floor during push: 4 feet

#### 5. CLIMBING

Tasks: Getting files

Device: stool

Height: 6 feet

#### 6. BENDING/SQUATTING/KNEELING

Tasks: Filing

Frequency: Daily

#### 7. REACHING

Tasks: Getting paperwork from top cabinet

Hands Used: RIGHT LEFT BOTH

| Distance | Direction | Frequency | Duration   | Avg. Weight |
|----------|-----------|-----------|------------|-------------|
| 0-20"    | All       | Daily     | < 1 minute | < 5 lbs.    |
| 21-36"   | All       | Rarely    | < 1 minute | < 5 lbs.    |

#### 8. WORK CONDITIONS

| Exposure to                   | Yes | No |
|-------------------------------|-----|----|
| Hot Temperatures              |     | X  |
| Cold Temperatures             |     | X  |
| Sudden Changes in Temperature | X   |    |
| Noise                         | X   |    |
| Fumes                         |     | X  |
| Cramped Quarters              | X   |    |
| Cold Surfaces                 |     | X  |
| Hot Surfaces                  |     | X  |
| Sharp Edges                   |     | X  |
| Vibration                     |     | X  |
| Fluorescent Lighting          | X   |    |
| Computer Monitor Screen Glare | X   |    |

|                 |              |
|-----------------|--------------|
| Inside Building | 95 % of time |
| Outside         | 5 % of time  |

#### 9. OTHER JOB DEMANDS

| Does Job Require | Yes | No |
|------------------|-----|----|
| Crawling         |     | X  |
| Jumping          |     | X  |
| Lying on Back    |     | X  |
| Lying on Stomach |     | X  |
| Twisting         | X   |    |
| Sweeping/Mopping | X   |    |
| General Cleaning | X   |    |
| Handling Trash   | X   |    |

#### 10. LIST TOOLS, EQUIPMENT AND MATERIALS USED:

General office equipment, computer, laptop, supplies, books, phone, etc.

**11. HAND USE**

| <b>Type of Use</b>   | <b>Yes</b> | <b>No</b> | <b>Frequency</b> |
|--|------------|-----------|------------------|
| <b>Keystrokes</b>  | X          |           | Daily            |
| <b>Grasp</b>   | X          |           | Daily            |
| <b>Fine Motor i.e.: writing, twisting hands or wrist, etc.</b> | X          |           | Daily            |

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee Full Legal Name (printed)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date