

# **RUTHERFORD COUNTY, TENNESSEE**

## **CLASSIFICATION SPECIFICATION**

### **CLASSIFICATION TITLE: CIRCUIT CIVIL COURT ASSISTANT CHIEF DEPUTY**

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#### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to assist the Chief Deputy of the Circuit Court in planning, coordinating and directing the operation of the Circuit Clerk's Office. An Assistant Chief Deputy Clerk is a deputized officer of the Circuit Court and is charged with upholding the local rules of that court, the statutes of the State of Tennessee, and the Constitution of the United States without prejudice, partiality or favor. The Assistant Chief Deputy Clerk is responsible for the management of daily operations including the following: case management, information technology, courtroom services, finance and procurement, statistical analysis and reporting. Some assignments may include bookkeeping functions and responsibility. In the absence of the Chief Deputy, the Assistant Chief Deputy assumes the duties and responsibilities of the Chief Deputy. An Assistant Chief Deputy Clerk reports to and is supervised by the Chief Deputy.

#### **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.

Assists with planning and carrying out policies relating to the administrative, fiscal and clerical functions.

Performs reception functions; answers telephone calls and greets customers; screens calls ascertains nature of business; provides information and assistance; directs callers/customers to appropriate personnel or designation; records/relays messages; initiates and returns calls as necessary.

Performs customer service functions; receipt court cost payments.

Provides information/assistance regarding department services, activities, procedures, fees, or other issues; distributes forms/documentation as needed; responds to routine questions, complaints or requests for service; initiates problem resolution.

Performs general clerical tasks, which may include making copies, distributing documentation, sending/receiving faxes.

Processing incoming/outgoing mail; sorts, organizes, opens and/or distributes incoming mail; signs for incoming packages; prepares outgoing mail for pickup.

Operates a computer to enter, retrieve, review or modify data; performs data entry functions by keying data into computer system; verifies accuracy of entered data and makes corrections; utilizes word processing, Internet, e-mail or other computer programs.

Maintains file system of department records; prepares and sets up files; sorts/organizes documents filed; files documents in designated order.

Receives various forms, reports, correspondence, policies, procedures, codes, manuals, directories, reference materials, or other documentation; completes, processes, forwards or retains as appropriate.

Generates and verifies court dockets for Judges; copies and distributes to designated offices and agencies.

Responsible for the efficient operation of the court.

## **Rutherford County, Tennessee • Circuit Civil Court Assistant Chief Deputy**

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Assists with generating and verifying various reports to be sent to Administrative Office of the Courts.

Answers questions of employees; assists employees with their job duties as needed; fulfills any duty in office upon absence of employee.

Communicates with the Chief Deputy, other departments, customers, court officials, attorneys, law enforcement officials, government agencies, the public, community organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Assists with the preparation of the departmental budget and monitors expenditures to ensure conformance within budget limits.

Monitors changes in legislation affecting office operations; assists with the formulation or revision of departmental policies and procedures to conform to legislative requirements.

Attends court; calculates court costs; works closely with judges; processes and interprets court orders.

Receives correspondence from judges and chancellor about calendar and procedure changes.

Prepares monthly reports for judges detailing assigned cases for the month.

Maintains liaison with all County departments.

Receives processes and enters all orders and mail; runs and enters orders on minute book.

Sets trial and motion dates; enters trial and motion dates on the book and computer.

Runs dockets and issues mittimus'.

Responds to inquiries relating to funds received by the Court and researches and resolves account problems.

Enters bonds received from appeals, and Friend on the Court cases into the computer system.

Maintains petty cash fund for Circuit Court.

Generates specialized reports and statistics using database to assist local and state court support agencies.

Responsible for Trust Accounts; files petitions; generates orders and checks.

Enters paid court dispositions, tickets and criminal warrants on computer.

Receives probation money.

Makes copies of diversion pleas for TBI.

Issues capiases and transport orders.

Ability to sit in court for extended periods of time without breaks.

Strong reading skills and comfort level reading aloud orders in court.

Strong listening skills for recording court orders, judgments, and other court appointed actions.

Ability to concentrate for extensive periods of time while court is in session.

Take directives given by judges and successfully communicate to all effected parties.

Strong customer service skills interacting with all participants in the legal process frequently.

### **ADDITIONAL FUNCTIONS**

Exercises supervision over support staff upon the chief deputy absence.

Provides assistance or backup coverage to other employees or departments as needed.

Assists timekeeping/revenue clerk with accounts payable audits as needed and with timesheet calculations and data entry as needed upon the chief deputy absence.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree (B. A.) from a four-year college or university with a degree in Public Administration or a directly related field, 7 years of extensive office experience, management skills and experience in the area of public administration which provided an opportunity to gain (a) a general knowledge of management practices and administrative processes, (b) skill in dealing with others in person-to-person work relationships and (c) the ability to exercise mature judgment; or equivalent combination of education and experience. Of the 7 years' experience, there must be 3 years of progressively responsible experience in administrative, supervisory, managerial or professional work, which provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies and theories of management. Candidates must be computer literate. Considerable knowledge of accounting principles and procedures preferred. Must maintain valid Tennessee 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. Must possess a comprehensive knowledge of the terminology used within the department and be able to determine, decipher, organize, prepare and maintain an assortment of legal documents and information in an effective manner associated with the preparation of applicant's transaction.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Must be able to communicate effectively with supervisors and other staff members.

**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. Requires the knowledge and ability to operate various machinery including a cash register, computer, printer, typewriter, calculator, copy machine, facsimile machine, telephone, etc.

**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. Requires the mathematical ability to handle required calculations.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Requires the ability to plan, organize, and prioritize daily assignments and work activities and to utilize and understand computer applications and techniques as necessary in the completion of daily assignments. Requires the knowledge of software programs relevant to position.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria. Requires the ability to comprehend and apply regulations and procedures of the department and be capable of working under a minimum degree of stress related to duties that require constant attention to detail and tight deadlines.

### **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:** Essential functions are regularly performed without exposure to adverse environmental conditions.

#### **PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Estimated Total Hours:** 1.5 **Maximum Continuous Time:** 15 minutes

**2. SITTING**

**Estimated Total Hours:** 6.5 **Maximum Continuous Time:** 4 hours

**3. LIFTING/CARRYING**

**Objects:** More frequent in the first quarter of the year

<b>Weight</b>	<b>Hourly</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Never</b>
<b>&lt;10 lbs</b>		X			
<b>11-25 lbs</b>				X	
<b>26-50 lbs</b>				X	
<b>51-75 lbs</b>				X	
<b>76-100 lbs</b>					X
<b>&gt;100 lbs</b>					X

**4. PUSHING/PULLING**

**Objects:** on occasion

**5. CLIMBING**

**Tasks:** retrieving items from top shelf in storage room

**Device:** Ladder or Step Stool

**Height:** 9 feet from ground

**Frequency:** Occasionally

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** getting files

Frequency: daily

7. REACHING

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Down	Daily		<5lbs
21-36"	Down	Daily		<5lbs

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	<u>95</u> % of time
Outside	<u>5</u> % 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. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		



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.

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Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date