

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

DIVORCE COURT COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform highly responsible administrative work associated with the coordination of divorce cases. Duties and responsibilities include reviewing divorce files, coordinating the fiscal management of the Divorce Court program, conducting research, preparing reports and maintaining records, providing information and assistance, and performing other tasks as assigned. Reports to Circuit Court Judge.

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.

Reviews all divorce and post-divorce cases; identifies files that involve minor children; identifies cases that potentially fall into categories excluded from mediation by statute.

Provides assistance to litigants by providing documents and procedural information regarding divorce cases; meets with pro se and other litigants as needed to provide an orientation program, including divorce process, information regarding mediation, and effect of divorce on children; provides appropriate mediator lists; obtains proof of attendance at the mediation(s).

Attends court hearings dealing with divorce issues.

Coordinates assignment to and proof of attendance at educational classes.

Keeps mediators and approved educational program providers informed of program developments; provides forms for mediator reports; receives and compiles responses by mediators; provides periodic orientations for mediators and educational providers; assists with quality control of mediation services and educational programs.

Maintains database of all divorce cases with minor children; compiles program data and writes periodic reports; enters and reviews all child support worksheets.

Conducts limited legal research relating to cases; notates information required for the judge's or attorney's attention.

Maintains a comprehensive, current knowledge of laws/regulations; reads professional literature; maintains professional affiliations; attends conferences, workshops and training sessions as appropriate.

Ensures compliance with all applicable laws, ordinances, rules, regulations, standards, policies, and procedures.

Communicates with all parties involved and informs litigants of the appropriate documentation to be filed, hearings scheduled, etc.

Coordinates meetings with judges, court clerks, mediators, attorney, educators and community groups regarding the program.

Maintains confidentiality of departmental documentation and issues.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Rutherford County, Tennessee • Divorce Court Coordinator

Prepares, transcribes, or completes a variety of legal documents, statistical reports, court data, logs, correspondence, records, or other documents and submits to judicial officials.

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

Performs general/clerical tasks, which may include answering telephone calls, initiating reminder telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides administrative information to the Administration Office of the Courts as required.

Communicates with supervisor, employees, other departments, county officials, law enforcement personnel, judges, court officials, family members, lawyers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree from a four-year college or university; supplemented by two to three (2-3) years of experience working with families and children; or an equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Must be familiar with judicial system; counseling and or mediation experience or knowledge is preferred. Must possess and maintain a 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.

Human Interaction: Requires the ability work with little supervision. Includes the ability to make decisions on procedural and technical levels.

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 direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE/ PHYSICAL DEMANDS

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

Tasks: walking for court, stairs

Estimated Total Hours: 1-2 **Maximum Continuous Time:** 10-15 minutes

2. SITTING

Estimated Total Hours: 6-8 **Maximum Continuous Time:** 1-2

3. LIFTING/CARRYING

Objects: files

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs			2 times		
11-25 lbs					X
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. 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>100</u> % of time
Outside	_____ % of time

5. 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

6. HAND USE

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

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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.

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?
2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

YES	NO	Don't Know
✓		
✓		
✓		

Employee's Signature

Date

Supervisor's Signature

Date