

RUTHERFORD COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

JUVENILE COURT MAGISTRATE

PURPOSE OF CLASSIFICATION

The purpose of this classification is to preside over court hearings that involve both juvenile and adult cases as designated by the Juvenile Court Judge. Performs related duties as required. Reports to the 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.

Presides over and conducts Court hearings and trials involving juvenile and adult offenders, as well as all civil matters over which the Juvenile Court has jurisdiction.

Allows filing of additional pleadings and grant amendments for strike pleadings.

Summons and enforces by attachment the attendance of witnesses and parties.

Administers all necessary oaths or affirmations.

Takes testimony both orally and by deposition and maintains order in the courtroom.

Takes all proper steps toward preparation for the hearing or trial.

Considers proof and adjudicates the facts and applicable law.

Renders judgment and orders appropriate dispositions, or develops treatment plans.

Provides judicial review of the child's case as the child receives treatment and reviews and prompts efforts for the child to obtain permanent placement.

Performs administrative duties.

Transmits all papers relating to disposed cases and all findings and recommendations to the Juvenile Court Judge.

Determines if an arrest order or warrant should be issued.

Studies and interprets laws, court decisions, and other legal authorities to decide cases.

Analyzes, develops, and implements operating procedures, rules, and regulations for office personnel.

Establishes and maintains a cooperative relationship with government and private agencies involved with the Juvenile Court system.

Attends meetings concerning legal matters.

Prepares or directs preparation of regular or special reports.

Reviews emergency pleadings and signs emergency orders as needed.

Is periodically on-call 24 hours-per-day for emergencies involving the Department of Children's Services and/or law enforcement agencies.

Performs supervisory duties.

Assigns and reviews work.

Evaluates employee performance.

Counsels with and corrects employees as needed.

Receives direction from, and reports to, the Juvenile Court Judge.

ADDITIONAL FUNCTIONS

Performs administrative duties such as transmitting all papers relating to disposed cases and all findings and recommendations to the Juvenile Court Judge; Reviews, approves and/or returns for revision written orders submitted by attorneys following court activities.

Performs supervisory duties such as assigning and reviewing work; evaluates employee performance; approves leave requests; counsels with and corrects employees as needed.

MINIMUM QUALIFICATIONS

Doctor of Jurisprudence, a member of the bar, be a licensed attorney and must serve at the pleasure of the Juvenile Court Judge.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to communicate effectively, both orally and in writing, review, classify, categorize, prioritize, and/or analyze data. Requires the knowledge of legal principles and their application, environmental elements conducive to social rehabilitation of juvenile offenders, trial procedures and rules of evidence, statutory power and limitations of the Juvenile Court. Abilities include 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 supervise and train employees, deal courteously with the public, establish and maintain effective working relationships, provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations, and conduct hearings in juvenile cases.

Verbal Aptitude: Requires the ability to explain, interpret, and enforce codes, ordinances, and related laws, utilize a wide variety of reference, descriptive, and/or advisory data and information.

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.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.

Functional Reasoning: Requires the ability to develop and establish policies and procedures, analyze and apply legal principles and precedents, evaluate statements of law, fact, and arguments clearly and logically, conduct advanced legal research and analysis, 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, and requires skill in problem-solving.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

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. Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated. The position is highly stressful and has the potential of bodily harm resulting from court orders following hearings, dispositions, and other court activity. Employees are periodically on 24 hour call and may be required to work irregular hours and weekends.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally and listen closely to spoken and reviewing written testimony and documentation.

Environmental Factors: Employee works primarily in an office setting under generally favorable working conditions. Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Walking from chambers to courtroom and clerk's office

Surface: Carpet/concrete

Estimated Total Hours: 0 **Maximum Continuous Time:** 5 minutes

2. SITTING

Tasks: Conducting court hearings; reviewing/preparing legal documents in chambers; legal research

Estimated Total Hours: 8 **Maximum Continuous Time:** 3

3. LIFTING/CARRYING

Objects: Court files and papers; law books

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. CLIMBING

Device: 3 steps to bench

Frequency: Daily

5. 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	<u>0</u> % of time

6. OTHER JOB DEMANDS

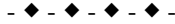
Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

7. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Books, papers, files, computer

8. HAND USE

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



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 (Licensed Professional Employee)

~ The following questions to determine whether you've misclassified a worker as a learned professional:

1. Is the employee's primary duty to perform work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction?
2. Is the advanced knowledge obtained by completing an academic course of study resulting in a four-year college degree or leading to certification?
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

Supervisor's Signature

Date

Date