

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**PT CHANCERY COURT CLERK**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform secretarial/administrative work associated with providing support within the Rutherford County Chancery Clerk and Master's Office. Duties and responsibilities include scheduling appointments, preparing and issuing orders of the court, assisting the public, attending Chancery Court, assisting Judge in the courtroom, maintaining records, processing documentation and information, and performing other duties as assigned. Additional functions include checking daily, morning and late evening, for any pleadings submitted that are to be filed in case files that will be taken into the courtroom; filing all other pleadings in files located on the third and fifth floors; delivering court dockets and files to the various Judges' offices, etc. Reports to either Deputy Clerk II or Deputy Clerk III.

### **OTHER ESSENTIAL FUNCTIONS**

**The following duties are normal for this position and are done on a daily basis either before or after court, or when there are no court proceedings in session. 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.**

Main responsibility includes attending Chancery Court in one of three Judge's courtrooms as well as one Chancellor. Should one Judge conclude his trials, then, this person will relieve the clerk in a second courtroom.

Duties in the courtroom include handing case files to the Judge as needed, taking detailed notes on what is being said by the parties, the witnesses, the attorneys and the Judges as well as listing all exhibits submitted.

All exhibits are marked for identification.

When the parties are pro se, i.e. not represented by attorneys or by Domestic Violence, then the person in this position prepares the final order to be signed by the Judge and filed.

At the conclusion of all trials, the case files are brought back to the Chancery Office and any pleadings submitted during the trial are given to the appropriate employee for posting as well as any exhibits. The files are then filed away in a lektriever.

Checks morning and late evening to see if any pleadings that have been submitted to the Chancery Office by attorneys or pro se parties are on the current week's court docket and if so, immediately filed in the appropriate file.

All files and court dockets that are to be taken to court are delivered to the appointed Judge's office at the appropriate time at least the day before the court proceeding.

All pleadings that have not already been filed away are checked to see if they need to be taken to the Judge's office to be placed in the appropriate case file.

All other pleadings are maintained in a file system of department files in a lektriever on the third floor and fifth floor. Sorts and organizes documents to be filed; files documents in designated order.

Retrieves, delivers, and re-files court files as needed by the front desk clerks who serve the incoming public and/or Judges as needed.

Delivers and maintains court dockets on bulletin boards in the hallway by the judge's offices in order for the public to determine what floor and courtroom that their case will be held.

When dockets are printed, a list is prepared either manually or on the computer of each day's case numbers. This list is utilized when matching pleadings with files that will be taken to court each day.

Other duties include backing up the clerk who delivers the bank deposits daily to as many as three separate banks as well as processing all outgoing mail including any certified mail.

Deliver weekly tapes to the Rutherford County Office Building where backups of the computer system are stored.

Procure Chancery department payroll checks from Finance on the appropriate days.

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

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

Processes incoming/outgoing mail; sorts, organizes, opens and/or distributes incoming mail; signs for incoming packages; assembles materials for large mail-outs; 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, spreadsheet, database, research, Internet, email, or other computer programs; backs up computer data and stores in secure location.

Conducts research functions as needed.

Maintains confidentiality of department documentation and issues.

## **ADDITIONAL FUNCTIONS**

Performs basic cleaning/housekeeping tasks associated with maintaining work area.

Provides assistance or backup coverage to other employees as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree; supplemented by one (1) year previous experience and/or training involving legal office work, office administration, public interaction, 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 be a law school student.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to calculate and /or tabulate data. Includes performing subsequent actions in relations to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to 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 and descriptive 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 calculate interest.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action. Requires problem-solving skills.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or variable 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 moderate weight (40lbs). Tasks may involve extended periods of time at a keyboard or workstation.

**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:** going for files, going to other offices

**Surface:** carpet

**Estimated Total Hours:**   1   **Maximum Continuous Time:**   5 min  

#### 2. SITTING

**Tasks:** typing, writing, etc.

**Estimated Total Hours:**   6.5   **Maximum Continuous Time:**   2  

#### 3. LIFTING/CARRYING

**Objects:**

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:** Boxes of computer paper

**Height of hands above floor during push:** 12 inches

**5. BENDING/SQUATTING/KNEELING**

**Tasks:** to pick up boxes of computer paper, to get in filing cabinets, to load computer paper

**Frequency:** Daily

**6. REACHING**

**Tasks:** Reaching for files or Boxes

**Hands Used:** RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Seldom	Short	1-10 pounds
21-36"	n/a	n/a	n/a	n/a

**7. 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>        </u> % of time

**8. HAND USE**

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

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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.

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Employee's Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date