

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: DOMESTIC VIOLENCE COURT COORDINATOR**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to improve the criminal and civil justice system's response to victims of domestic violence and their families by organizing a specialized response that increases the amount of resources available to victims and focuses on the importance of the offender accountability. Performs highly responsible administrative support tasks in the coordination of legal cases and performs case management work within the court administration offices. Employees at this level may be assigned to a court appointed program, an activity or division under Court Administration, i.e., Domestic Violence cases, performing detailed case management in the coordination of cases involving domestic violence, both criminal and civil. Report to County Mayor.

### 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.**

Performs case management in the coordination of cases filed in the criminal or civil Domestic Violence court cases; provides assistance to litigants by providing documents and procedural information regarding domestic violence cases; if applicable, advocates for victim on behalf of the party.

Provides information and support to victims, victims family members, members of the community, law enforcement, probation services, attorneys, and other interested parties as well as treatment providers and the Court system by writing letters, phone contact, and meetings.

Assists victims in Protective Order cases.

Assists District Attorney's office in interviewing, providing information to and support of victims.

Facilitates communication through a Domestic Violence Committee with quarterly meetings. The purpose of this committee is to bring together professionals and agencies involved in the court process as it relates to victims of domestic violence in order to discuss legal and procedural issues and make recommendations to the court system regarding policy.

Coordinates interagency information flow and monitoring procedures and policies.

Maintains records according to State and Federal requirements.

Conducts limited legal research relating to criminal and civil history; notates information required for the District Attorney, Judge, or Court Official's attention.

Prepares a variety of legal documents, statistical reports, court data, and records and submits to judicial officials and to State of Tennessee in accordance with the grant.

Researches, compiles and forwards criminal histories to District Attorney as well as creates and fills out forms ensuring accuracy and an opportunity for victims to get copies of their orders quickly

Attends court hearings dealing with Domestic Violence.

## **Rutherford County, Tennessee • Domestic Violence Court Coordinator**

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

Networks with a variety of offices/companies in the resolution and management of cases, i.e., Clerk of Courts, State Attorney; Public Defender's Office, Attorney, Health and Rehabilitative organizations, Domestic Violence Program, etc.; coordinates program volunteers.

Provides assistance filling out the Tennessee Criminal Compensation Fund for victims to receive reimbursements.

Serves as liaison with community resources and other agencies in coordinating referrals, i.e., batterer's intervention, and Domestic Violence Program, probation services and treatment programs, Legal Aid, etc.

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

Maintains confidentiality of departmental documentation and issues consistent with state and federal law.

Operates a computer to enter, retrieve, review or modify data; performs data entry functions by keying data into computer; verifies accuracy of entered data and makes corrections; utilizes word processing, database, spreadsheet, financial, or other software 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.

Performs general/clerical tasks, which may include answering telephone calls, initiating reminder telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, setting up audio/visual equipment for seminars, tracking account expenditures, or processing incoming/outgoing mail.

Supervises, directs and evaluates student interns, volunteers and staff. Processes employee concerns and problems, directs work, counsels, disciplines, interviews and selects staff.

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

Consults with County Mayor to review department operations/activities, reviews/resolves problems, receives advice/direction, and provides recommendations.

Prepares departmental budget; monitors expenditures to ensure compliance with approved budget.

Directs and maintains an accounting and auditing system with respect to various grant funds and other funds.

### **ADDITIONAL FUNCTIONS**

Performs other duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from a four-year college or university with major course work in social science, behavioral science, special education or criminal justice; supplemented by two (2) years of counseling, social work, or related experience, one year of which must have included domestic violence and abuse field and/or case management. A Master's degree in social work or related field may substitute for one year of experience. Experience in grant writing and/or grant administration is required; or any combination of years of education, training, and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job. 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. 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 function in a managerial capacity for a division or organizational unit. Include 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 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**

**Tasks:** walking for court, normal job duties

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

#### **2. SITTING**

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

3. LIFTING/CARRYING

Objects:

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	

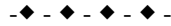
Inside Building	<u>100</u> % of time
Outside	_____ % of time

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		



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