

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**DOMESTIC VIOLENCE PROSECUTOR**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to represent interests of the State and assist victims in Domestic Violence proceedings occurring in Rutherford County, including dispositions, preliminary hearings, trials, sentencing hearings and restitution hearings. Duties and responsibilities include reviewing cases, preparing cases for trial, restitution, sentencing hearings and probation hearings, writing and arguing legal motions. Responsibilities also include conducting research, preparing reports, maintaining records, providing information and assistance, and performing other tasks as assigned. Report to District Attorney General.

### **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 legal functions related to the investigation and prosecution of Domestic Violence cases; reviews Domestic Violence cases; prepares cases for trial; attends court hearings.

Reviews the file of each case, including police reports, previous convictions, and motions from the defense attorney; prepares any necessary correspondence and prepares for the preliminary hearings; secures additional information from law enforcement personnel when required; confers with victims; evaluates findings and develops strategies and arguments in preparation for presentation of cases.

Reviews cases for and participates in arraignments and pre-trial conferences by reviewing reports and criminal histories, preparing amendments or allegations, negotiating with attorneys or defendants regarding plea agreements, conferring with victims, and presenting arguments to the Court.

Formulates trial strategy, determines sentence sought, conducts plea negotiations, investigates case data and researches applicable case law; presents and summarizes cases to judges and juries; argues motions and other matters in court.

Investigates, prepares and prosecutes criminal misdemeanor and referred felony cases that go to trial; interviews witnesses as necessary; responds to defense motions; investigates, prepares and prosecutes forfeiture matters, appeals and related civil matters; secures expert testimony, prepares witnesses for trial, assembles case files, attends pre-trial hearings and files or responds to pre-trial motions.

Communicates information on case status to all involved parties such as defense attorneys, police officials and victims.

Monitors court ordered programs and assures timely completion and compliance; processes and updates records as needed; coordinates with County Clerk and appropriate offices to assure disbursement to victims; works to establish community good-will through timely and appropriate restitution.

May meet with victims regarding timely satisfaction of court-ordered programs; advises of penalties and consequences for non-compliance; meets with defendants and/or their attorneys at pretrial conferences and explains available alternatives regarding pleas, fines, sentences, etc.

## **Rutherford County, Tennessee • Domestic Violence Prosecutor**

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Coordinates and pursues additional legal action against offenders who fail to comply with program requirements; coordinates actions with probation officers and prosecutor's office; gives testimony in restitution hearings to resolve disputes; may attend final disposition to assure proper treatment of restitution.

Prepares and responds to post-trial motions and represents the State at sentencing hearings.

Conducts legal research as necessary regarding current cases or to answer questions; answers questions from police officers, defendants or the public.

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.

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.

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.

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

### **ADDITIONAL FUNCTIONS**

Provides assistance to other employees or departments as needed.

Performs other duties as required.

### **MINIMUM QUALIFICATIONS**

Law degree, including license to practice law in the state of Tennessee; supplemented by one to two (1-2) years of experience in the practice of law; supplemented by one to two (1-2) years of prior experience in Domestic Violence programs or Victim's assistance programs; 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 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 work with little supervision. 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 (10-40 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:**   4   **Maximum Continuous Time:**  10 minutes 

**2. SITTING**

**Estimated Total Hours:**   4   **Maximum Continuous Time:**  30 minutes 

**3. LIFTING/CARRYING**

**Objects:**

<b>Weight</b>	<b>Hourly</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Never</b>
<b>&lt;10 lbs</b>		1			
<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. REACHING

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	2 times a day	< 5 seconds	< 5 lbs
21-36"				

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

Type of Use	Yes	No	Frequency
Keystrokes	X		< 10 minutes a day
Grasp		X	
Fine Motor i.e: writing, twisting hands or wrist, etc	X		< 1 hour a day



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