

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: GENERAL SESSIONS COURT OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to maintain order and provide support within the General Sessions Court. Duties and responsibilities include enforcing courtroom rules of behavior, opening court, preparing and issuing orders of the court, researching law sources, maintaining records, assisting the public, processing documentation and information, and performing other duties as assigned. Reports to the General Sessions 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.

Maintain order in courtroom during trial; enforce courtroom rules of behavior.

Inspect courtroom for security and cleanliness; prepares courtrooms with paper, pens, water, easels, electronic equipment, and other related material for use of judge; ensure recording equipment is working.

Open courts, calling them to order; announces entrance of judge; prepare and mark all applicable court exhibits and evidence.

Plan and coordinate court sessions; instruct parties about timing of court appearances.

Review legal publications; perform database searches to identify laws and court decisions relevant to pending cases; investigate facts and laws of cases.

Meet with judges, lawyers, parole officers, police, and social agency officials in order to coordinate the functions of the court.

Maintain library of current research materials, legal resources, periodicals, state codes, legal books, legal forms, or other reference materials.

Conduct research functions as requested by the Judge; compiles statistical and administrative data as needed; performs research and makes applicable calculations; prepares/generates reports; maintains records.

Operate 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; performs basic maintenance of office/computer equipment, such as replacing paper, toner, or ribbons; coordinates service/repair activities as needed.

Maintain file system of department files/records; prepares and sets up files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files; purges files and destroys/disposes of obsolete records as appropriate.

Perform general clerical tasks, which may include making copies, distributing documentation, sending/receiving faxes, or updating department manuals/documentation.

Rutherford County, Tennessee • General Sessions Court Officer

Answer telephone calls and greets visitors; screen calls ascertains nature of business; provide information and assistance; directs callers/visitors to appropriate personnel; records/relays messages; initiate and return calls as necessary.

Perform customer service functions; provides assistance and information related to department, county, or court services, locations, guidelines, procedures, forms, fees, or other issues; respond to complaints and routine questions; research problems and initiates problem resolution.

Communicate with supervisor, employees, other departments, county officials, court officials, attorneys, law enforcement officials, public safety personnel, government agencies, the public, community organizations, outside organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintain confidentiality of departmental issues and documentation.

Ensure adherence to internal policies regarding provision of legal advice.

ADDITIONAL FUNCTIONS

Provide assistance to other employees or departments as needed.

Prepare/generate office memorandum as needed.

Perform other related duties as required.

MINIMUM QUALIFICATIONS

High School Diploma or GED; supplemented by one (1) year previous experience and/or training involving courtroom experience, legal office work, 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 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 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 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 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.

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 regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 165 pounds).

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: 3.5 Maximum Continuous Time: 1

2. SITTING

Estimated Total Hours: 4 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. BENDING/SQUATTING/KNEELING

Tasks: Filing

Frequency: 3 times per week

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	98 % of time
Outside	2 % 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		Daily
Grasp			
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		Daily

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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.

Employee's Signature

Supervisor's Signature

Date

Date