

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

GENERAL SESSIONS JUDGE

PURPOSE OF CLASSIFICATION

The purpose of this classification is to arbitrate, advise, adjudicate, or administer justice in a court of law. May sentence defendant in criminal cases according to government statutes. May determine liability of defendant in civil cases. May issue marriage licenses and perform wedding ceremonies.

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.

Every judge and chancellor is required to hold the terms of courts for which the judge or chancellor is responsible at the regular times appointed by law, unless prevented by sickness of the judge or the judge's family, or by some other unavoidable necessity.

Maintains confidentiality of departmental documentation and issues.

The several judges and chancellors of this state, including retired chancellors and retired judges of courts of record of this state and persons who were members of quarterly county courts or county commissions on August 1, 1984, are authorized to solemnize the rites of matrimony. For the purposes of this section, the several judges of the United States courts who are citizens of Tennessee are deemed to be judges of this state.

Instruct juries on applicable laws, direct juries to deduce the facts from the evidence presented, and hear their verdicts.

Sentence defendants in criminal cases, on conviction by jury, according to applicable government statutes.

Rule on admissibility of evidence and methods of conducting testimony.

Preside over hearings and listen to allegations made by plaintiffs to determine whether the evidence supports the charges.

Read documents on pleadings and motions to ascertain facts and issues.

Interpret and enforce rules of procedure or establish new rules in situations where there are no procedures already established by law.

Monitor proceedings to ensure that all applicable rules and procedures are followed.

Advise attorneys, juries, litigants, and court personnel regarding conduct, issues, and proceedings.

Research legal issues and write opinions on the issues.

Conduct preliminary hearings to decide issues such as whether there is reasonable and probable cause to hold defendants in felony cases.

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Before entering upon the duties of office, every judge and chancellor in this state is required to take an oath or affirmation to support the constitutions of the United States and that of this state, and to administer justice without respect of persons, and impartially to discharge all the duties incumbent on a judge or chancellor, to the best of the judge's or chancellor's skill and ability. The oath may be taken by a supreme court judge before the governor, or another supreme court judge, and by an inferior court judge before another such judge or judge of the court of general sessions.

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

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

A judge of the court shall be at least thirty (30) years of age. Each judge and chancellor of a circuit, criminal, or chancery court is required to reside in the judicial district or division for which the judge and chancellor is elected, and a removal there from creates a vacancy in the office. The judges of the Supreme Court, court of appeals and court of criminal appeals are elected by the qualified voters of the state at large; the chancellors, circuit judges, and judges of special courts by the qualified voters of the respective judicial districts, and special judicial districts. 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; 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 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 (10-20 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: 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

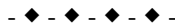
Inside Building	<u>98</u> % of time
Outside	<u>2</u> % of time

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		Daily
Grasp			
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.

Employee's Signature

Supervisor's Signature

Date

Date