

RUTHERFORD COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

JUVENILE PROSECUTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to represent the county in criminal litigation and other legal proceedings and to draw up legal documents.

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.

Analyze the Probable outcomes of cases, using knowledge of legal precedents.

Present and summarize cases to judges.

Represent the county in court or before government agencies.

Examine legal data to determine advisability of defending or prosecuting lawsuit.

Argue motions, meet with judges and question witnesses during the course of a trial.

Present evidence to prosecute defendants in criminal or civil litigation.

Formulate trial strategy, determine sentence sought, conduct plea negotiations, investigate case data and research applicable case law.

Prepare search warrants and advise and assist agencies in their use.

Maintain contact with detention clerks and youth services to facilitate open communication.

ADDITIONAL FUNCTIONS

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

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in criminal justice or related field; supplemented by a law degree, and must be licensed to practice law in the state of Tennessee. Must possess and maintain a valid Tennessee Drivers 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, 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; and the ability to compute discount, interest, profit and loss, ratio and proportion.

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. 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: 2.5 Maximum Continuous Time: 1.5

2. **SITTING**

Estimated Total Hours: 5 Maximum Continuous Time: 3

3. WORK CONDITIONS

Inside Building	100 % of time
Outside	0 % of time

4. HAND USE

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

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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