

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

LAW CLERK

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform secretarial/administrative work associated with providing support within the General Sessions Court. Duties and responsibilities include scheduling appointments, 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 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.

Provides secretarial/administrative support for the department; processes a variety of documentation associated with department operations within designated timeframes and per established procedures; organizes work and identifies priorities.

Plans and coordinates court sessions; schedules and makes appointments; instructs parties about timing of court appearances.

Reviews legal publications; performs database searches to identify laws and court decisions relevant to pending cases; investigates facts and laws of cases.

Prepares legal documents; gathers and analyzes research data including statutes, decisions, legal articles, codes, and other related documents; prepares drafts, briefs, or arguments for review, approval, and use by Judge.

Examines legal documents submitted to courts for adherence to laws or court procedures; explains procedures or forms to parties in cases or to the general public.

Reviews petitions and other related documents relevant to court actions.

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

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

Opens courts, calling them to order; announces entrance of judge; prepares and marks all applicable court exhibits and evidence.

Maintains order in courtroom during trial; enforces courtroom rules of behavior.

Transcribes, types, prepares, or completes various forms, reports, correspondence, contracts, resolutions, meeting minutes, pleadings, legal documents, or other documents.

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

Rutherford County, Tennessee • Law Clerk

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

Conducts 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.

Operates 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.

Maintains 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.

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

Answers telephone calls and greets visitors; screens calls ascertains nature of business; provides information and assistance; directs callers/visitors to appropriate personnel; records/relays messages; initiates and returns calls as necessary.

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

Communicates 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.

Maintains confidentiality of departmental issues and documentation.

Ensures adherence to internal policies regarding provision of legal advice.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Prepares/generates office memorandum as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Currently attending or have completed Law School; supplemented by one (1) year previous experience and/or training involving legal office work, office administration, 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. May require possession and maintenance of 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 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

Estimated Total Hours: 1.5 **Maximum Continuous Time:** 15 minutes

2. SITTING

Estimated Total Hours: 6.5 **Maximum Continuous Time:** 45 minutes

3. LIFTING/CARRYING

Objects: More frequent in the first quarter of the year

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. PUSHING/PULLING

Objects: on occasion

5. CLIMBING

Tasks: retrieving items from top shelf in storage room

Device: Ladder

Height: 9 feet from ground

Frequency: Occasionally

6. BENDING/SQUATTING/KNEELING

Tasks: getting files

Frequency: daily

7. REACHING

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Down	Daily		<5lbs
21-36"	Down	Daily		<5lbs

8. 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

9. 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

10. 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