

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: COURT OFFICER**

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### **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 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.**

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

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.

Plans and coordinates court sessions; 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.

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

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

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.

## **Rutherford County, Tennessee • Court Officer**

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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**

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.

### **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.

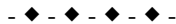
**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

### **ADA COMPLIANCE**

**Physical 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.



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