

ADMINISTRATIVE JUDGE JUDICIAL DEPARTMENT

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs Administrative Judge duties for offenses occurring within the City limits, i.e. issue arrest, bench, and search/seizure warrants on defendants for Municipal and General Sessions court, ensuring probable cause met: conducting bond hearings; provides preliminary hearing request,. Serves on call to perform such duties as needed including, but not limited to nights, weekends and holidays.

Collects, records and receipts bonds paperwork.

Maintains filing systems.

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Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate personnel; takes messages as needed; greets and assists office visitors.

Receives and/or reviews various records and reports such as incident reports, accident reports, traffic reports, criminal histories, citations, complaints, case files, warrants, NRVCs, court documents and schedules, checks.

Refers to directories, policy and procedure manuals, codes/laws/regulations, publications and reference texts, etc.

Operates a variety of equipment such as copy machine, printer, fax machine, calculator, two-way radio, computer workstation, typewriter, etc.; uses a variety of general office supplies and a variety of computer data and word processing software.

Interacts and communicates with various groups and individuals such as the supervisor, co-workers, other City staff, other law enforcement agencies, attorneys, court personnel, state Court Administration personnel, insurance companies, social service agencies, complainants, plaintiffs, witnesses, victims and the public.

Attends training, meetings, seminars and/or workshops to enhance job knowledge and skills.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by the City's Safety and Risk Manager. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computer, adding machine, copier, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves standing for periods as well as sedentary work. May involve reaching and stooping. Must be able to lift and/or carry weights of up to twenty-five pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents, and reports using proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, supervisors and the public, etc. with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems such as secretarial science in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow oral and written instructions.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

Manual Dexterity: Requires the ability to handle a variety of items including computer

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keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency or tight deadline.

Physical Communication: Requires the ability to talk and hear: (talking expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.