





Generates and verifies court dockets for Judges; copies and distributes to designated offices and agencies on a weekly basis.

Generates and verifies various reports to be sent to Administrative Office of the Courts on a monthly basis.

Answers questions of employees; resolves issues that arise; processes and approves weekly time sheets. Assists employees with their job duties as needed; approves/disapproves annual leave; resolves departmental issues; fulfills any duty in office upon absence of employee.

Communicates with the Clerk, other departments, customers, court officials, attorneys, law enforcement officials, government agencies, the public, community organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Establishes work loads, assigns task and reviews the work of subordinates.

Supervises the preparation of the Circuit Civil departmental budget and monitors expenditures to ensure conformance within budget limits.

Monitors changes in legislation affecting office operations, advising the Circuit Clerk of and assisting with the formulation or revision of departmental policies and procedures to conform with legislative requirements.

Assumes responsibilities of the Clerk of the Circuit Court upon their absence.

Serves as project manager for the research, bidding and implementation of all major departmental upgrade and service programs.

Attends court; calculates court costs; works closely with judges; processes and interprets court orders.

Receives correspondence from judges and chancellor about calendar and procedure changes.

Prepares monthly reports for judges detailing assigned cases for the month.

Maintains liaison with all County departments.

Processes orders for all cases, except domestic. Also processes final orders and makes changes as requested by judges.

Reports to judges and interprets court orders.

Assists the Civil Court Circuit Clerk, Judges, Chancellor, Child Support Referee, Special Master, Divorce Coordinator, Judicial Assistants and Law Clerks as needed.

Closes all files with the exception of domestic cases, child support, general session appeals and orders of protection, verify cost, generate cost sheet and verify to whom should receive the cost bill, noting any exceptional information and or fees for bookkeeping or billing.

Receives calendars from judges and chancellor and posts in trial docket book.

Ability to sit in court for extended periods of time without breaks.

Strong reading skills and comfort level reading aloud orders in court.

Strong listening skills for recording court orders, judgments, and other court appointed actions.

Ability to concentrate for extensive periods of time while court is in session.

Take directives given by judges and successfully communicate to all effected parties.

Strong customer service skills interacting with all participants in the legal process frequently.

## **ADDITIONAL FUNCTIONS**

Exercises direct supervision over support staff.

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree (B. A.) from a four-year college or university with a degree in Public Administration or a directly related field, 10 years of extensive office experience, management skills and experience in the area of public administration which provided an opportunity to gain (a) a general knowledge of management practices and administrative processes, (b) skill in dealing with others in person-to-person work relationships and (c) the ability to exercise mature judgment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Of the 10 years' experience, there must be 6 years of progressively responsible experience in administrative, supervisory, managerial or professional work, which provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies and theories of management. Must possess the COCTP certified professional administrator certification or the ability to obtain such within 1 year of assuming duties. Candidates must be computer literate. Candidates must be computer literate. Considerable knowledge of accounting principles and procedures preferred. Must maintain 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. Must possess a comprehensive knowledge of the terminology used within the department and be able to determine, decipher, organize, prepare and maintain an assortment of legal documents and information in an effective manner associated with the preparation of applicant's transaction.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Must be able to communicate effectively with supervisors, and other staff members.

**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. Requires the knowledge and ability to operate various machinery including a cash register, computer, printer, typewriter, calculator, copy machine, facsimile machine, telephone, etc.

**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. Requires the mathematical ability to handle required calculations.

**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. Requires the ability to plan, organize, and prioritize daily assignments and work activities and to utilize and understand computer applications and techniques as necessary in the completion of daily assignments. Requires the knowledge of software programs relevant to position.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria. Requires the ability to comprehend and apply regulations and procedures of the department and be capable of working under a minimum degree of stress related to duties that require constant attention to detail and tight deadlines.

**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:**  4 hours

**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	95	% of time
Outside	5	% 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		

**Exemption Status Test (Professional Employee)**

*~ The following questions to determine whether you've misclassified a worker as a learned professional:*

- 1. Is the employee's primary duty to perform work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction?**
- 2. Is the advanced knowledge obtained by completing an academic course of study resulting in a four-year college degree or leading to certification?**
- 3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?**

YES	NO	Don't Know
	✓✓	
✓✓		
✓✓		

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\_\_\_\_\_ 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date