

DISCLAIMER: This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

 COUNTY, TENNESSEE
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CIVIL/PROBATE COURT COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform highly responsible administrative support tasks in the coordination of legal cases and perform case management work within the court administration offices. Duties and responsibilities include coordinating departmental activities, providing administrative and paralegal support to department officials, providing legal assistance and research, composing and editing documentation, compiling statistical data, preparing and maintaining standard operating procedures, coordinating telephone inquiries, providing information and assistance, and performing other tasks as assigned. Work is performed with considerable independence for technical and administrative judgment. Report to General Sessions Judge, Part III.

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.

Maintain file system of Judge's files/records; prepare and set up files; sort/organize documents to be files; file documents in designated order; retrieve/replace files; shred/destroy confidential or obsolete documents.

Maintain library of books, publications, news articles, or other resource materials for use by Judge; maintain computerized reference database.

Supervise legal secretary and other assistants employed by the _____ County General Sessions Court, Part III.

Coordinate communications with the General Sessions Court Clerk and the _____ County Probate Court Clerk and the orderly transport of files from their respective offices; keeps the General Sessions Court Clerk and the _____ County Court Clerk informed of court procedures and policies and assist in the development of forms to be used by said Clerks and the Court.

Provide administrative assistance for the Judge, Clerk, and/or other executives of the department; screens telephone calls, mail, e-mail, and other communications and initiates appropriate action/response; maintains department calendars, department event calendars and schedules meetings, appointments, court proceedings, or other activities; composes, develops, edits, revises, and/or interprets a variety of documentation; maintains employee files and confidential files.

Assist with development, revision, and implementation of policies and procedures; interprets policies and procedure for department staff; assists in ensuring staff compliance with department policies and procedures; maintains policies.

Assist in preparing department budget; monitors expenditures for department supplies; provides budgetary input concerning equipment and supply purchases.



Sit as Special Judge as needed to accommodate large dockets and/or in Judge's absence and/or when Judge has conflict.

Coordinate the destruction of records with department supervisors; oversees the destruction of records as approved.

Provide assistance to litigants by providing documents and procedural information regarding civil cases and probate matters; meets with self represented litigants as needed to provide information and/or assistance; including civil court process and probate court process.

Attend court hearings dealing with civil and probate issues.

Conduct legal research relating to cases; notates information required for the judge's or attorney's attention.

Communicate with all parties involved and informs litigants of the appropriate documentation to be filed, hearings scheduled, and any other necessary documentation needed for case.

Coordinate meetings with judges, court clerks, mediators, attorneys, educators and community groups regarding matters of the court.

Ensure compliance with all applicable laws, ordinances, rules, regulations, standards, policies, and procedures.

Maintain confidentiality of department's documentation and issues.

Operate a computer to enter, retrieve or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Prepare, transcribe, or complete a variety of legal documents, statistical reports, court data, logs, correspondence, records, or other documents and submits to judicial officials.

Receive various forms, reports, correspondence, memos, laws, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Perform general/clerical tasks, which may include answering telephone calls, initiating reminder telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provide administrative information to the Administration Office of the Courts as required.

Communicate with supervisor, employees, other departments, county officials, law enforcement personnel, judges, court officials, litigants, lawyers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintain a comprehensive, current knowledge of laws/regulations; reads professional literature; maintains professional affiliations; attends conferences, workshops and training sessions as appropriate.

Assist with the development of and maintenance of a Civil Court/Probate Court website which displays court procedures and rules.

Assist the Court in resolving disputes to the extent permitted by the laws of the State of Tennessee (including but not limited to Special Acts applicable to _____ County, Tennessee) and the Supreme Court Rules of the State of Tennessee.

Manage courtroom when court in session which includes assisting Judge, clerk, attorneys and litigants with civil warrants, coordinating witnesses, swearing in witnesses, coordinating exhibits, scheduling, management of docket, re-setting cases, recognizing need for security and other duties as required.

ADDITIONAL FUNCTIONS

Provide notarization of documents as needed.

Provide assistance to other employees or departments as needed.

Perform other duties as required or assigned.

MINIMUM QUALIFICATIONS

A degree in Law and is supplemented by a license to practice law in the State of Tennessee. Education and licensure must be supplemented by five (5) years of experience in civil litigation which includes but is not limited to probate, guardianships, conservatorships and/or case management. A Master's degree in social work or related field may substitute for one (2) years of experience. Must possess and maintain a valid Tennessee Notary Public certification and valid Tennessee State driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. To include 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 work with little supervision; to include the ability to make decisions on procedural and technical levels.

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 influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

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 standing and/or sitting at a keyboard or workstation.

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: 3.5 **Maximum Continuous Time:** 1

2. SITTING

Estimated Total Hours: 4 **Maximum Continuous Time:** 2

3. LIFTING/CARRYING

Objects:

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. BENDING/SQUATTING/KNEELING

Tasks: Filing

Frequency: 3 times per week

5. 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>98</u> % of time
Outside	<u>2</u> % of time

6. 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	

7. HAND USE

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

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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

Supervisor's Signature

Date

Date