

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:

**GENERAL SESSIONS COURT
ADMINISTRATIVE SUPERVISOR**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise office operations for the General Sessions Court. Duties and responsibilities include supervising activities of assigned staff, developing work schedules, maintaining office budget, processing invoices and time sheets, ordering office supplies, reviewing/approving warrants, and performing the duties of Judicial Commissioner.

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.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring recommendations; conducts training activities.

Supervises administrative operations and activities pertaining to General Sessions Court functions; processes a variety of documentation associated with department operations, within designated timeframes and per established procedures.

Coordinates daily work activities; organizes, prioritizes, and assigns work; develops work schedules and makes shift assignments to ensure adequate coverage; conducts staff meetings; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Consults with Judges, County Executive, and other officials to review department operations/activities, review or resolve problems, receive advice/direction, and provide recommendations.

Prepares and administers office budget; reviews expenditure reports and monitors account balances to ensure compliance with approved budget; attends budget meetings; reviews office accounts and budgetary issues with judges and finance office.

Processes accounts payables documentation; reviews invoices and billing statements for accuracy, researches discrepancies, and forwards for payment; prepares disbursement request forms and transmits to finance office; prepares and transmits purchase orders.

Reviews and approves employee time sheets; maintains records of hours worked and leave balances.

Prepares oath of office forms to swear in Judicial Commissioners; files oath of office forms with County Clerk.

Reviews and approves warrants.

Performs the duties of Judicial Commissioner; prepares, logs, and issues criminal warrants and juvenile petitions; conducts probable cause hearings to determine probable cause for arrest; issues warrants for law enforcement officers and for the general public as appropriate; issues mittimus to temporarily detain arrested individuals; sets bond amounts and issues conditions of bonds and recognizance for arrested individuals; maintains calendar of activities and sets court cases for judges.

Prepares or completes various forms, reports, correspondence, schedules, status change forms, performance evaluations, purchase orders, disbursement request forms, budget documents, oath of office forms, logs, court orders, juvenile petitions, criminal warrants, mittimus, bond conditions, or other documents.

Receives various forms, reports, correspondence, time sheets, resumes, invoices, billing statements, budget reports, expenditure reports, arrest reports, worthless checks, fact statements, bond charts, law books, criminal justice handbooks, legal updates, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Performs data entry functions by keying data into computer system; enters, retrieves, reviews or modifies data in computer database; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, email, Internet, or other programs.

Performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Maintains file system of departmental records; prepares departmental files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, distributing documentation, opening/distributing incoming mail, processing outgoing mail, or conducting research.

Maintains inventory of office equipment, forms, and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials; picks up supplies as needed.

Answers telephone calls and greets visitors; ascertains nature of business; provides information and assistance; directs callers/visitors to appropriate personnel or department; records/relays messages; initiates and returns calls as necessary; responds to complaints and routine questions; researches problems and initiates problem resolution.

Communicates with judges, county officials, employees, applicants, other departments, law enforcement personnel, court personnel, attorneys, warrant/booking officers, youth service officers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings or serves on committees as needed.

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

ADDITIONAL FUNCTIONS

Transports warrants, petitions, mittimus book, or other documentation to county offices or other locations.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in office administration and personal computer operations; supplemented by one (1) year previous experience and/or training involving office management, legal/court office work, personal computer operations, and basic supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain 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 apply principles of persuasion and/or influence over others in a supervisory capacity, and to perform in a supervisory capacity over subordinate supervisors. Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

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 evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

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: Performance of essential functions may require exposure to adverse environmental conditions, such as odors or violence.

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 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		

-♦♦-♦♦-♦♦-♦♦-

_____ 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