

## **JOB DESCRIPTION**

## **Town of Ashland City Municipal Court Department**

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<b>CLASSIFICATION TITLE:</b>	Judicial Commissioner
<b>DEPARTMENT:</b>	Municipal Court Department
<b>REVISION DATE:</b>	6-9-2020
<b>REPORTS TO:</b>	Court Clerk
<b>EMPLOYMENT STATUS:</b>	Part-Time
<b>FLSA STATUS:</b>	Exempt

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### **JOB SUMMARY**

This is a part-time on-call position designed to provide service to the police department during non-standard hours. The employee is under the general supervision of the Court Clerk. Instructions to the employee are general, however, various laws and required judicial procedures help direct the employee's work.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Issue various court orders, including warrants, Order Granting Bail in domestic cases, and bonds, as determined to be appropriate.
- Make determination on appropriate bond to be set.
- Set conditions of bond releases.
- Accept cash bonds and issue receipts.

### **REQUIRED KNOWLEDGE AND ABILITIES**

- Knowledge of state laws.
- Knowledge of court administration procedures and processes.
- Ability to interpret criminal situations and apply appropriate laws and procedures.
- Ability to listen, observe and evaluate situations in an objective and unbiased manner.
- Ability to prepare and effectively present oral or written information.
- Ability to explain and interpret pertinent provisions of laws, ordinances and regulations.
- Ability to be bonded.
- Ability to meet 30-minute response time requirement for position.

### **USUAL PHYSICAL DEMANDS**

- Graduation from an accredited high school or equivalent.
- Must not have been convicted of a felony or serious misdemeanor involving moral turpitude as the term is defined by law.
- Must possess a valid Tennessee driver's license.
- Prior work experience indicating knowledge of judicial system and demonstration of abilities listed above.

### **EMPLOYEE AWARENESS**

- Implement and assure adherence to The Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to The Town of Ashland City initiative on business ethics and conduct.
- Adheres to federal/state laws and relations regarding MSDA, OSHA and EPA compliance.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel or workload, etc.).

**MANAGEMENT APPROVAL**

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**Department Head's Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
**Mayor's Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**EMPLOYEE UNDERSTANDING AND AGREEMENT**

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**Employee's Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date