

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: DOMESTIC VIOLENCE COURT ASSISTANT

FLSA STATUS: NON-EXEMPT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to improve the criminal and civil justice system's supportive response to victims of domestic violence and their families. Individuals in this position organize a specialized response by increasing the amount of resources and information available to victims and their families about domestic violence and the court process with the acknowledgment of the offender accountability. Duties and responsibilities include collaborating with representatives from the District Attorney General's Office in contact with victims, interacting with victims in court, providing victims and families with information and referrals, preparing and maintaining case files, and also interacting with police officers, probation officers, clerks, attorneys, and judges. Reports to the Domestic Violence Court Coordinator.

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.

Assists the District Attorney (DA) in providing information in compliance with the Crime Victims Rights Act.

Interacts with victims in order to motivate and empower them to proceed with prosecution of their offender, while also providing educational information and referrals to them.

Provides case management to victims; provides information about the court process; ensures that victims understand the criminal and civil justice system; encourages court participation; provides support by referring appropriate legal representation for victims regularly.

Maintains confidentiality as required by law on a day-to-day basis.

Prepares case files, court dockets, warrants, and other information in preparation for court proceedings and has materials routinely checked by Domestic Violence Court Coordinator for accuracy.

Attends court cases to locate warrants; provides documentation of available warrants in court docket, and identifies victims for potential assistance.

Organizes and maintains case files and warrants; prioritizes cases; contacts victims in accordance with established procedures.

Speaks with victims; acquires and documents knowledge of victims' basic information, their relations to the defendant and background of the case, and any relevant mental health or other pertinent information as needed.

Contacts DA to provide victim and case information; determines appropriate courses of action for victims; identifies potential outcomes or offers for defendants.

Notifies victims when decisions have been made regarding their case; provides instruction on any subsequent documentation or courses of action to be taken; ensures victim's understanding of court agreements.

Uses government service automation system to perform criminal background checks of defendants and victims.

Maintains files containing victim information, criminal records, warrants, and other relevant information.

Rutherford County, Tennessee • Domestic Violence Court Assistant

Interacts with victims, representatives from the District Attorney General's office, police officers, probation officers, attorneys, the Domestic Violence Court Coordinator and Judges on a daily basis.

Completes work at assigned work station determined by the supervisor.

Works hours as scheduled.

Regularly communicates with the Domestic Violence Court Coordinator about cases and interactions with victims; performs additional duties as requested by Coordinator related to the position as needed.

Performs general/clerical tasks which may include answering telephone calls, initiating reminder telephone calls, making copies, sending/receiving faxes, or entering case information into the database.

ADDITIONAL FUNCTIONS

Performs other duties as required.

MINIMUM QUALIFICATIONS

High School Diploma or GED; supplemented by experience working with victims of domestic violence and/or the criminal justice system; or any combination of years of education, training, and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the 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.

Human Interaction: Requires the ability to interact with multiple individuals in delicate situations.

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 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 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 victims.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, 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.

1. STANDING AND WALKING

Tasks: Walking to and from the courtroom

Surface:

Estimated Total Hours: 3 Maximum Continuous Time: 10 minutes

2. SITTING

Tasks: Sitting at desk and in courtroom

Estimated Total Hours: 3-4 Maximum Continuous Time: 30 minutes

3. 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> 100 </u> % of time
Outside	<u> 0 </u> % of time

4. 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

5. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		2 hours a day
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		2 hours a day

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed.

Yes

2. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?

No

3. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

Yes

4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

Yes

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Rutherford 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