

# CITY OF CHATTANOOGA

## Classification Specification Title: Court Operations Technician 1

**Department: Finance**

**Pay Grade: GS.04**

**Supervision Received From: Deputy City Court Clerk**

**FLSA Status: Non Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

**Revision Dates: 4/1/25;**

**8/27/24; 10/20/23; 1/11/23**

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing a variety of clerical and administrative support duties for the court, requiring prior court experience. Duties include swearing in defendants/witnesses; entering judgments; preparing a variety of letters for judges; preparing expungement orders; verifying daily collections; processing court files/cases; performing case research; monitoring and preparing payment plans; maintaining court records and providing customer service. Requires extensive handling of money. Work is performed with moderate supervision.

### SERIES LEVEL:

The Court Operations Technician I is the second level of a five-level court operations series.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Performs various clerical duties, utilizing standard office equipment to include screening incoming calls; taking and transmitting messages; distributing mail; filing; making photocopies; performing data entry; typing and word processing.

Assists in court proceedings which may include swearing in defendants and witnesses; recording judgments into applicable databases and on printed dockets; date stamping warrants; completing orders; issuing subpoenas and maintaining related logs; printing parking citations; verifying compliance with applicable orders; gathering required forms for the Judge's review and/or performing other related activities.

Prepares and processes a variety of correspondence, forms and/or **other** related documentation in support of court operations.

Prepares and processes court dockets.

Provides customer service to individuals, over the phone, via e-mail and in person.

Enters a variety of information into applicable databases, utilizing established guidelines and procedures.

Monitors on-going case files which includes identifying appropriate forms to be completed or received; monitoring case status; preparing and processing warrants; tracking tickler file and/or performing other related activities.

May verify and reconcile daily cash collections and prepare related reports, vouchers and/or other related documentation.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

#### DEPARTMENT SPECIFIC DUTIES (if any):

#### MINIMUM QUALIFICATIONS:

High School Diploma or GED and two (2) years related experience, including legal or court experience or any combination of equivalent experience and education.

#### LICENSING AND CERTIFICATIONS:

Ability to obtain Tennessee Bureau of Investigation TIES/NCIC/NLETS Operator Certification within six (6) months of hire.

#### KNOWLEDGE AND SKILLS:

Knowledge of court procedures and processes; customer service principles and practices; cash handling procedures; basic mathematical concepts; filing practices; modern office equipment and cashing techniques. Skill in preparing and processing specialized court documents; providing customer service; handling cash; processing payments; keyboarding; performing routine mathematical calculations; filing; using a computer and related software applications; handling multiple tasks simultaneously and establishing and maintaining effective working relationships with other employees and those contacted in the course of the work.

**PHYSICAL DEMANDS:**

Positions in this class typically require reaching, standing, lifting, fingering, and grasping, talking, hearing, seeing and repetitive motions.

**WORK ENVIRONMENT:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.