

Essential Job Duties

Employee Name: _____
 Job Title: **Chief Court Services Officer**
 District/County: _____
 Department: _____
 Position Number: _____

The Americans with Disabilities Act of 1990 prohibits discrimination of a qualified individual with a disability who, with or without a reasonable accommodation, can perform the duties determined by the employer as necessary for an employee to perform.

Instructions: Using the position description as a guide, review all duties assigned to the position. Ask the three questions below about each duty the position description shows should be performed by the position. If the answer to any of the questions is 'yes,' the duty is essential, and the space next to the duty should be marked. Please note not all the listed duties are for any one particular position.

1. Will removing the duty change or jeopardize an office or program?
2. Is the duty integral to the nature of the work performed?
3. Will the nature of the position change if the duty is not performed?

<p>Human Resources and Personnel Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recruiting and hiring <input type="checkbox"/> Managing timesheets <input type="checkbox"/> Completing, submitting and maintaining other personnel and payroll documentation <input type="checkbox"/> Handling grievances and complaints <input type="checkbox"/> Making staffing recommendations (number of personnel, distribution of personnel, etc.) <input type="checkbox"/> Ensuring staff coverage on a daily basis <p>_____</p> <p>_____</p>	<p>Administrative Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Developing and recommending policies and procedures <input type="checkbox"/> Communicating policies and procedures <input type="checkbox"/> Compiling district statistics <input type="checkbox"/> Compiling reports and information for public, court, and OJA <input type="checkbox"/> Managing leases <input type="checkbox"/> Facilities and space management <p>_____</p> <p>_____</p>	<p>Supervision Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Developing and implementing employee training and development <input type="checkbox"/> Evaluating employees <input type="checkbox"/> Disciplining employees <input type="checkbox"/> Managing employee leave <input type="checkbox"/> Providing guidance and information to staff <input type="checkbox"/> Assigning cases <input type="checkbox"/> Auditing client files <input type="checkbox"/> Monitoring employees' work product <input type="checkbox"/> Conducting and supervising staff training <p>_____</p> <p>_____</p>	<p>Technology Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assessing technology needs <input type="checkbox"/> Developing system specifications <input type="checkbox"/> Evaluating technology options <p>_____</p> <p>_____</p>
<p>Fiscal and Budget Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Managing temporary position hours <input type="checkbox"/> Purchasing <input type="checkbox"/> Preparing and managing grants <input type="checkbox"/> Managing county budget <input type="checkbox"/> Budget planning <p>_____</p> <p>_____</p>	<p>Ancillary Program Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Developing programs <input type="checkbox"/> Implementing programs <input type="checkbox"/> Evaluating programs <input type="checkbox"/> Supervising and coordinating multiple agency programs <input type="checkbox"/> Coordinating community resources <p>_____</p> <p>_____</p>	<p>Caseload Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Domestic mediation <input type="checkbox"/> Protection from Abuse (PFA) <input type="checkbox"/> Home studies <input type="checkbox"/> Supervised visitation <input type="checkbox"/> Adult supervision <input type="checkbox"/> Juvenile supervision <input type="checkbox"/> Adult presentence investigations (PSI) <input type="checkbox"/> Juvenile predispositional investigations (PSI) <input type="checkbox"/> CINC reports/PDR <input type="checkbox"/> Bond supervision <input type="checkbox"/> Juvenile diversion <input type="checkbox"/> Court hearings <p>_____</p> <p>_____</p>	<p>Public Relations Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Developing public education programs <input type="checkbox"/> Managing press involvement <input type="checkbox"/> Organizing community activities <input type="checkbox"/> Organizing partnership with law enforcement <p>_____</p> <p>_____</p>

I have reviewed the duties for this position and I have designated the duties which are essential.

Supervisor Signature _____ Date _____

Appointing Authority _____ Date _____