

Essential Job Duties

Employee Name: _____
 Job Title: **Court Services Officer I II III**

 (not for Chief CSO)
 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?

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| <p>Human Resources and Personnel Duties</p> <p><input type="checkbox"/> Managing timesheets</p> <p><input type="checkbox"/> Completing, submitting and maintaining other personnel and payroll documentation</p> <p><input type="checkbox"/> Ensuring staff coverage on a daily basis</p> <p>_____</p> <p>_____</p> | <p>Fiscal and Budget Duties</p> <p><input type="checkbox"/> Purchasing</p> <p><input type="checkbox"/> Budget planning</p> <p>_____</p> <p>_____</p> | <p>Administrative Duties</p> <p><input type="checkbox"/> Communicating policies and procedures</p> <p><input type="checkbox"/> Compiling district statistics</p> <p><input type="checkbox"/> Compiling reports and information for public, court, and OJA</p> <p><input type="checkbox"/> Participating, attending and/or assisting with meetings/committees</p> <p><input type="checkbox"/> Participating in in-service training</p> <p>_____</p> <p>_____</p> | <p>Supervision Duties</p> <p><input type="checkbox"/> Providing guidance and information to staff</p> <p><input type="checkbox"/> Monitoring employees' work product</p> <p><input type="checkbox"/> Conducting and supervising staff training</p> <p>_____</p> <p>_____</p> |
| <p>Caseload Duties</p> <p><input type="checkbox"/> Domestic dispute resolution</p> <p><input type="checkbox"/> Protection from Abuse (PFA)</p> <p><input type="checkbox"/> Adult presentence investigations (PSI)</p> <p><input type="checkbox"/> Juvenile predispositional investigations (PSI)</p> <p><input type="checkbox"/> CINC reports/PDR</p> <p><input type="checkbox"/> Bond supervision</p> <p><input type="checkbox"/> Monitoring diversions</p> <p>_____</p> <p>_____</p> | <p>Client Duties</p> <p><input type="checkbox"/> Home studies (CINC or domestic)</p> <p><input type="checkbox"/> Supervised visitation (CINC or domestic)</p> <p><input type="checkbox"/> Establishing periodic reporting times</p> <p><input type="checkbox"/> Determining and offering counsel pertaining to client needs</p> <p><input type="checkbox"/> Referring clients to appropriate community resources</p> <p><input type="checkbox"/> Monitoring clients' progression/regression under the conditions of probation</p> <p><input type="checkbox"/> Risk needs assessment</p> <p><input type="checkbox"/> Maintaining contact with clients based on risk needs</p> <p><input type="checkbox"/> Maintaining client records</p> <p><input type="checkbox"/> Home visits</p> <p>_____</p> <p>_____</p> | <p>Court Duties</p> <p><input type="checkbox"/> Court hearings</p> <p><input type="checkbox"/> Enforcing orders of the court</p> <p><input type="checkbox"/> Monitoring dockets (criminal, domestic, juvenile)</p> <p><input type="checkbox"/> Making recommendations to court</p> <p><input type="checkbox"/> Giving testimony</p> <p>_____</p> <p>_____</p> | <p>Public Relations Duties</p> <p><input type="checkbox"/> Developing public education programs</p> <p><input type="checkbox"/> Participating in community activities</p> <p><input type="checkbox"/> Maintaining partnerships with law enforcement</p> <p><input type="checkbox"/> Representing court services on community boards</p> <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