

Job Announcement

**POSITION TITLE: JUDICIAL COMMISSIONER**

**CLASS TITLE: JUDICIAL COMMISSIONER**

**SALARY: \$84,695.52**

**OPENS: July 2, 2009-July 10, 2009 Close of Business**

**EMPLOYMENT WITH SHELBY COUNTY GOVERNMENT REQUIRES:**

- A satisfactory check of references
- A medical examination may be required and may be considered before any appointment can be finalized; and may require a laboratory test for alcohol and substance abuse.
- Candidate selected for position must reside in Shelby County as of employment date and remain a resident.
- Federal law requires that the selected candidate provide proof of identity and employment eligibility.

Human Resources recommends that the job posting announcement be printed or saved to a file on your computer before the job closing date. After the job closes the job posting announcement will be unavailable.

Shelby County Government is an Equal Opportunity Employer and does not discriminate on the basis of race, color, age, sex, national origin or handicap status.

**POSITION OF JUDICIAL COMMISSIONER DEFINED:** Judicial Commissioners serve as committing magistrates for the Shelby County General Sessions Criminal Court and as such are available at all times for purposes of issuance of arrest warrants and setting of bonds. Commissioners also perform other duties as required by the General Sessions Criminal Court Judges.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

1. Conducts bond arraignment hearings for persons that have “posted” their bond or have been issued a state misdemeanor citation.
2. Issue temporary ex parte orders of protection
3. Execute “after-hours” petitions for runaway juveniles for Juvenile Court.
4. Make appropriate referrals to the Victim Offender Reconciliation Program (V. O. R. P.)
5. Make appropriate referrals to the Neighborhood Community Justice Center in Shelby County.

6. Responsible for the Prosecution Information sheet being completed by the private citizen prosecutors before a criminal warrant is issued.
7. Responsible for the Domestic Violence Information sheet being completed by the victim/prosecutor for each domestic violence issued.

SUPERVISION RECEIVED AND GIVEN:

Works under the judicial supervision of the Presiding Judge of General Sessions, the Judge serving as chairperson over Night Court Judicial Commissioners. The Judicial Commissioner supervises the Night Court Security to provide security for Night Court.

MINIMUM ACCEPTABLE QUALIFICATIONS:

Must have same qualifications as a General Sessions Judge which is the following: must be at least 30 years old, have a law degree, licensed to practice law in Tennessee and a Tennessee resident for 5 years. Must abide by the ethical standards and the disciplinary rules in the Code of Professional Responsibility in Rule 8 of the Tennessee Supreme Court.

May practice civil law, but shall not practice criminal law.

Judicial Commissioners serve a one-year term with an annual performance review.

Knowledge, Skills and Abilities:

1. Knowledge of Tennessee criminal statutes, case law, and Tennessee Rules of Criminal Procedure.
2. Ability to express ideas clearly and concisely in oral and written form.
3. Ability to deal courteously with the public and law enforcement officers.
4. Willingness as well as the mental and physical ability to perform the duties required in this classification.

Submit your resume and cover letter to:

Sheila Kinney via fax at (901)545-3766 or via First Class Mail at Shelby County Criminal Justice Center, 201 Poplar, LL-56, Memphis, TN. 38103. Hand delivered resumes and cover letters may be delivered to the same address noted above. **Late applications will not be accepted.**