

JOB DESCRIPTION
ASSIGNMENT COMMISSIONER

- I. **STATEMENT:** This position is one which demands the utmost discretion in dealing with sensitive and confidential matters. Good, sound judgment is an absolutely essential requirement.
- II. **QUALIFICATIONS:**
- A. Excellent typing and computer skills
 - B. Good verbal and written communication skills
 - C. Demonstrate good organizational skills with attention to detail and ability to multitask
 - D. Projecting a positive Court image through cooperation and accommodation of the public and staff
 - E. Ability to determine priority assignments while contending with internal and external pressure
- III. **RESPONSIBILITIES:**
- A. Scheduling cases and events
 - 1. Assignment of Juvenile Court cases and notification of all parties for cases set before Judge and Magistrates
 - 2. Assign all domestic relations cases transferred to Juvenile Court when necessary
 - 3. Appoint Guardians ad litem and attorneys (upon affidavit approval)
 - 4. Arrange psychological evaluations, competency evaluations and interpreting services when necessary
 - B. Filing: File all correspondence and documentation required to be retained for future reference
 - C. Telephone Communications
 - 1. Screen calls for Judge
 - 2. Check availability of attorneys and parties for scheduled hearings
 - 3. Redirect incoming calls to appropriate individual or department
 - D. Coordinate case files, documentation and victim notices with other departments
 - E. Provide coverage for Judge's Administrative Assistant when she is unavailable
 - F. Perform any other duties deemed necessary and proper by the Judge