

Maryland Judiciary Job Description

	Official Title	Administrative Commissioner
	Job Code	ADMCOM
	Business Title	Administrative Commissioner
	FLSA Status	Exempt

POSITION SUMMARY

Administrative Commissioners perform work as judicial officers and are responsible and accountable for all Commissioner activities in a designated district. Employees in this classification manage the work of District Court Commissioners and the workload associated with all Commissioner offices within their assigned district. Employees in this classification are assigned to a day shift but are on-call 24 hours a day to provide technical guidance and assistance to subordinate Commissioners. An Administrative Commissioner also performs standard Commissioner duties, such as conducting initial appearances, issuing charging documents, summonses and warrants, setting and accepting bonds, and determining conditions of pre-trial release for arrested persons. This position receives limited supervision from the Administrative Judge of their District. Work is performed in a District Court building, Multi-Service Center, police station, or Central Booking facility. May be required to travel to different court locations throughout the assigned District. Administrative Commissioners are appointed by the Chief Judge upon the recommendation of the District's Administrative Judge. Administrative Commissioners work closely with the Coordinator of Commissioner Activity. Administrative Commissioners are at-will and serve at the pleasure of the Chief Judge.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Plans, organizes, and directs the work of District Court Commissioners.
- Briefs subordinate staff on changes in laws, court policies, and directives or memos from the Administrative or Chief Judge.
- Ensures conformity to established policies and procedures.
- Establishes guidelines and procedures for Commissioners.
- Investigates all complaints from employees, law enforcement, attorneys, judges, and the public.
- Advertises, accepts, and reviews applications from prospective employees; interviews applicants and makes recommendations to the Administrative Judge for hiring new Commissioners.
- Prepares various administrative and technical reports regarding Commissioner activities in a District.

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- Prepares an annual budget request indicating and justifying the need for additional staff and/or equipment.
- Assesses problems and, depending on the scale and complexity of the issue, resolves independently or makes recommendations for solutions.
- Conducts quarterly Commissioner meetings.
- Coordinates Commissioner functions in a mass arrest situation; assists staff with review of complex applications for the determination of probable cause.
- Acts as a designated representative of the Administrative Judge to local and community government or criminal justice agencies.
- Serves as sitting Commissioner, as needed.
- Answers inquiries from the public and directs them to the proper judicial or law enforcement agency.
- Provides orientation, guidance, and training to new Commissioners.
- Maintains and reviews Commissioners' weekly activity reports.
- Conducts federal hearings.
- Serves on various institutional and judicial committees.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree from an accredited college or university.
- Three (3) years of work experience as a District Court Commissioner.

Note:

- Administrative Commissioner must reside in the county or a contiguous county where employed (a Contiguous County is any Maryland County that is connected by land but includes roads and/or bridges). Note: *Baltimore City residents are only eligible for consideration with Baltimore City District Court.*
- Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties may be required to possess a motor vehicle operator's license valid in the State of Maryland.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Standard legal forms and other documents used in the Judiciary.
- General office practices, procedures, and equipment.
- Job related terminology, codes, comments, notations, orders, policies, procedures, rules, regulations, and laws.
- Judiciary Human Resources policies and procedures.

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- The principles of office management and supervision.

Skill in:

- Applying job-related terminology, codes, policies, procedures, rules, regulations, and laws.
- Managing priorities to meet critical deadlines while multitasking.
- Customer service and handling problems tactfully and patiently.
- Interpersonal communication and relations.
- Accuracy and attention to detail.
- Analyzing information, problems, situations, practices, and procedures.
- Active listening, empathy, problem solving, and communication.
- Problem solving, prioritizing, scheduling, and decision making.

Ability to:

- Identify and adapt rapidly to departmental needs and to reallocate staff and resources to meet work requirements.
- Develop, revise, establish, or implement office procedures and practices.
- Conduct research and problem solve often complex issues, concerns, or situations that may arise.
- Plan, coordinate, supervise, and evaluate work of staff.
- Use standard office and business equipment including, but not limited to, personal computers, word processing, spreadsheets, database software, copier, microfilm machine, register, scanner, fax machine, etc.
- Access state and federal databases (National Crime Information Center) and conduct thorough background checks.
- Exercise independent judgment in interpreting and applying appropriate policy, procedure, rule, law, and/or regulation to a situation, such as in determining probable cause and setting bail amounts.
- Prepare and process numerous legal documents.
- Communicate effectively with arrested persons and family members in a calm, controlled, and professional manner.
- Exercise tact, diplomacy, and impartiality in dealing with the public, law enforcement personnel, and attorneys.
- Resolve unusual and/or complex situations in accordance with established procedures or assist staff in resolving cases requiring deviation from standard procedures.

SUPERVISORY RESPONSIBILITIES

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This position has formal supervisory responsibilities over other employees.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position involves *sedentary* work, exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time; walking and standing are required only occasionally.

WORKING CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works in an indoor environment sometimes in close quarters with others. Travel is often required to a central booking facility, jail, and/or police station. Employees often encounter individuals with known criminal or mental health backgrounds. Individuals may be hostile, emotionally charged, and/or wounded.

Maryland Judiciary is an Equal Opportunity Employer.

Date created:	August 2018
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