

Maryland Judiciary Job Description

	Official Title	Commissioner
	Job Code	4310
	Business Title	Commissioner
	FLSA Status	Exempt

POSITION SUMMARY

This position is a judicial officer involved in conducting initial appearances, issuing charging documents, summonses and warrants, setting and accepting bonds, or determining conditions of pre-trial release for arrested persons within the District Court. This at-will position receives general supervision from a Managing Commissioner or Administrative Commissioner and performs the full range of duties with complete independence after an initial period of training and orientation. The Commissioner is assigned day, evening, night, weekend and/or holiday shifts and subject to call-in during emergencies and staffing shortages. 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. Commissioners are appointed by the Administrative Judge of the assigned District with the approval 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.

- Reviews applications for charging documents from all law enforcement agencies and private citizens, determines whether probable cause exists, prepares charging documents, and selects trial dates.
- Conducts initial appearance hearings for those detained on warrants, bench warrants, or on view arrests for the purpose of determining bail, incarceration, or release; identifies defendants in National Crime Information Center to obtain criminal histories; releases such defendants on personal recognizance or incarcerates them in default of bond.
- Determines the amount of bail to be set for each chargeable offense, accepts bail, property, cash, or corporate; issues commitments to detention center if arrestee is ineligible for bail or is unable to comply with bail established.
- Advises arrested persons of their constitutional rights and the procedures required.
- Answers inquiries from the public and directs them to the proper judicial or law enforcement agency.
- Provides information to callers regarding operations, policies, and procedures governing the Judiciary's operations.
- Obtains material from a variety of sources to be used for articles, reports, and speeches.

Maryland Judiciary Job Description

- Maintains important and confidential records, schedules, expense accounts, and office supplies.
- Reads reports and summarizes information to facilitate the supervisor's review.
- Opens, sorts, reads, and distributes incoming correspondence.
- May provide guidance and informal training to newly hired Commissioners.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree from an accredited college or university.

Note:

- Commissioners 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.

Skill in:

- 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.

Ability to:

- Acquire knowledge of Maryland Judiciary procedures, rules, practices, regulations, and jurisdictional courts.
- Learn and apply job-related terminology, policies, procedures, regulations, and laws to define problems, collect data, establish facts, record data, appropriately complete forms, and provide information to customers.

Maryland Judiciary Job Description

- 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.

SUPERVISORY RESPONSIBILITIES

This position does not have 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 may be 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
Dates revised:	June 2020; October 2020