


Maryland Judiciary Job Description

	Official Title	Managing Commissioner
	Job Code	4330
	Business Title	Managing Commissioner
	FLSA Status	Exempt

POSITION SUMMARY

Managing Commissioners are assigned administrative and managerial responsibilities in addition to performing all the duties of a Commissioner. Commissioner duties include conducting initial appearances, issuing charging documents, summonses and warrants, setting and accepting bonds, or determining conditions of pre-trial release for arrested persons. Employees in this classification are assigned day, evening, night, weekend and/or holiday shifts, serve in an on-call capacity, and subject to call-in during emergencies and staffing shortages. A Managing Commissioner is a supportive position that handles staffing and payroll/leave schedules, resolves complex issues, and maintains supplies and office inventory. Supervises, trains, and mentors subordinate Commissioners. Assists the Administrative Commissioner as directed. This at-will position receives minimal supervision from the Administrative Commissioner. 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. Managing 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.

- Supervises the day-to-day work of District Court Commissioners.
- Trains, guides, and mentors Commissioners to maintain morale.
- Manages staffing and resolves complex issues that may arise.
- Performs all the duties of a sitting Commissioner, 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.
- Manages office operations and reports to Administrative Commissioner on condition and status of office(s).
- Maintains office supplies, inventory, and equipment.
- Addresses concerns and other inquiries for the public and other agencies.
- Prepares monthly work schedules and resolves scheduling issues.
- Approves and/or denies various forms of leave.

Maryland Judiciary Job Description

- Approves overtime/compensatory time and approves time sheets in Connect.
- Reviews and submits expense accounts, invoices, and receipts into GEARS.
- Assists Administrative Commissioner with preparing for quarterly Commissioner meetings and other tasks, as directed.
- Ensures Appointed Attorneys are present as scheduled.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree from an accredited college or university.
- Two (2) years of work experience as a District Court Commissioner.

Note:

- Managing 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.

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:

- Identify and adapt rapidly to departmental needs and to reallocate staff and resources to meet work requirements.
- Assign, organize, coordinate, and evaluate the work of staff.

Maryland Judiciary Job Description

- Communicate effectively with arrested persons and family members in a calm, controlled, and professional manner.
- 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.
- 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.
- Exercise tact, diplomacy, and impartiality in dealing with the public, law enforcement personnel, and attorneys.

SUPERVISORY RESPONSIBILITIES

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.

Maryland Judiciary Job Description

Date created:	June 2020
Dates revised:	October 2020