


Maryland Judiciary Job Specification

	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 position receives general supervision from a Managing Commissioner or Administrative Commissioner and perform the full range of duties with complete independence after an initial period of training and orientation.

This position is assigned to day, evening or night shifts and are 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.

District Court 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 specification 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 specification.

- 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.

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- Advises arrested persons of their constitutional rights and the procedures required in family law; i.e., child/spouse abuse.
- Answers inquiries from the public and directs them to the proper judicial or law enforcement agency.
- May provide guidance and informal training to entry level Commissioners.

MINIMUM QUALIFICATIONS

Education and Experience

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

Note:

- Commissioners must reside in the county where he/she is employed.
- 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:

- Knowledge of local, state, and federal legislation and the judicial process.
- Knowledge of legal forms and documents used in the Maryland District Courts.

Skill and Abilities:

- Ability to maintain fairness, consistency and impartiality in the performance of all duties.
- Ability to use a computer, access state and federal databases (National Crime Information Center) and conduct thorough background checks.
- Ability to use independent judgment in determining probable cause and setting bail amounts.

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- Ability to prepare and process numerous legal documents.
- Ability to communicate effectively with arrested persons and family members in a calm, controlled and professional manner.
- Ability to exercise tact and understanding in pressure situations.
- Ability to use basic office equipment.

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.

The position involves light physical demands, such as exerting up to 20 lbs. of force occasionally. The position is generally sedentary. Employees sit most of the time, but may walk or stand for brief periods of time.

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 office or similar indoor environment. Employees sometimes encounter individuals with known criminal or mental health backgrounds.

Maryland Judiciary is an Equal Opportunity Employer.

Date created:	
Dates revised:	8/17/2018