

COMMISSIONER

Code: 4310

Grade: J13

I. NATURE OF WORK:

Commissioners are judicial officers 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.

Commissioners receive 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.

Commissioners are 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.

II. MINIMUM QUALIFICATIONS:

Education: Possession of a bachelor's degree from an accredited four year college or university.

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

III. EXAMPLES OF WORK: (Examples are illustrative only)

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 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;

Performs other duties, as required.

IV. PHYSICAL DEMANDS:

Employees may be exposed to individuals who are hostile, emotionally charged and/or wounded.

V. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of local, state, and federal legislation and the judicial process;

Knowledge of legal forms and documents used in the Maryland District Courts;

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;

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.

VI. LICENSES, REGISTRATIONS, AND CERTIFICATES:

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.

APPROVED: _____
Executive Director
Maryland Judiciary Human Resources Department

_____ Date

Class specifications are broad descriptions covering groups of positions.
Individual position descriptions specifically address the work of each position.

Adoption Date: March 2007

Revised Date: May 2007