

**CITY OF CHATTANOOGA**  
**Classification Specification Title: City Court Officer**

**Department: City Judges**

**Pay Grade: GS.04**

**Supervision Received From: City Judge**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

**Revision Date: 8/27/24;  
10/20/23; 4/05/08**

**CLASSIFICATION SUMMARY:**

The purpose of this classification is to serve the City Judge and City Court in preparing for and executing daily court functions.

**SERIES LEVEL:**

The City Court Officer is a stand-alone classification.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Leads and manages the procurement, installation and maintenance of all computer hardware and software, other products and supplies necessary to keep computer systems operable, and to fulfill requests for computer support.

Act as a liaison between hardware and software suppliers and Department Administrators.

Creates, maintains, and enforces written policies and procedures regarding all computer operations in the Department and throughout City government. Implements and maintains open data principles to ensure that citizens participate more fully in local government.

Aggregates and reviews data to determine productivity, quality of output and cost of service to taxpayers. Develops methods for continuous improvement.

Oversees the maintenance of security of all data proprietary to City government, and provides for complete backup of all computer systems in case of system failure.

Conducts review for technology investments and oversees the entire technology portfolio for City government. Uses City government's purchasing power across the entire organization to drive down costs and improve service.

Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; and coordinates activities with other departments and agencies as needed.

Develops and oversees the organizational structure, the budget, and staffing of the Department of Information Technology, in coordination with the Chief of Staff.

Advises the Chief of Staff, the Mayor and City Council on all technology-related matters.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Must possess at least two (2) years of professional Artist experience, as well as at least two (2) years of professional experience in a relevant field such as the arts, community development, public administration, urban design, planning, architecture, sociology or anthropology, or any combination of equivalent experience and education. A Bachelor's degree in any of the following areas is preferred: fine arts, performing arts, creative writing, art therapy, art education, public art, community arts; and other arts related disciplines. Fluency in Spanish is a plus.

All employees must maintain Tennessee residency from the date of hire.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE & SKILLS:

Artists should be able to apply their experience and creative process to various systems and projects within city government. Knowledge of issues such as arts and cultural planning, arts and land use planning, creative mapping and data presentation, transportation, sustainability, resiliency, public safety, social equity, or public health may be beneficial. Willingness to participate in municipal processes pertaining to arts and cultural activities in public places; demonstrated interpersonal communication and public presentation skills, collaborative and self-motivated. Ability to work effectively with socio-economically diverse communities.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.