

JUDICIAL OFFICER

GENERAL STATEMENT:

Serves as the primary conduct officer for the college and provides primary oversight for the implementation and enforcement of campus judicial policies and procedures.

REPORTS TO:

Vice President of Student Services

OCCUPATIONAL GROUP:

Professional

FLSA:

Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree in Student Affairs, Educational Administration, Counseling and Guidance or other related fields.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Five (5) years of working experience in student services required.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Provide training for and oversight of the College Judicial Council and Discipline Committee.
- Maintain and update the student code of conduct as needed.
- Ensure that students in the campus community are aware of college policies.
- Meet with students in a timely manner to discuss an incident or hold a hearing.
- Keep supervisor informed of conduct issues and forward all conduct files to supervisor at completion of the each case.
- Conduct investigations of reported nonacademic and academic student violations, including interviewing relevant parties and gathering incident reports and other evidence.
- Work in conjunction with campus police, residence life, and/or academic affairs when required.
- Respond to requests and questions regarding judicial processes for students, parents, faculty, staff and others as appropriate.
- Provide counseling for students, particularly residential students, related to disciplinary issues and provide referrals to the appropriate department or service.
- Create annual report of all judicial cases.

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- Serve as chair of the TVCC behavioral assessment team.
- Act as liaison for faculty, staff, and students and help in the identification and counseling of students of concern.
- Perform other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- No substantial physical activity required.
- Some night and weekend work required.
- Within the general range of an office environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 1/25/12

Revised:

JD499