



## JOB POSTING

<b>Job Title</b>	Master Commissioner
<b>Location/Department</b>	Delaware County Circuit Courts
<b>Supervisor</b>	Board of Judges
<b>Salary &amp; Benefits</b>	Base Salary: \$95,000.00 Full-Time Position – 32.5 hours per week (on-call every other weekend) Health, Vision, Dental Insurance PERF PTO (paid time off)
<b>To Apply</b>	Please drop off completed applications to:  Delaware County Human Resources Department 100 W. Main St. Room 300 Muncie, IN 47305  <u>A copy of the application and resumé must <b>also</b> be submitted to:</u> Judge Judi Calhoun, Presiding Judge Delaware County Court # 1 3100 S. Tillotson Ave., Ste. 140 Muncie, IN 47302
<b>Application Deadline</b>	Applications will be accepted until position is filled  Position Available: February 16, 2026



## Delaware County

This document is used to provide a basic description of essential duties and other work elements

<b>Job Title:</b> Master Commissioner	
<b>Department:</b> Circuit Courts	<b>Position Fund Account No.:</b>
<b>Division:</b> Title IV-D Court	<b>Job Category:</b> SO
<b>Work Schedule:</b> 8:30 a.m. - 4:00 p.m., M-F	<b>Job Grade:</b>
<b>Reports to:</b> Judge, Board of Judges	<b>Status:</b> Full-time
<b>FLSA Status:</b> Exempt	<b>Effective Date:</b> <b>Re-evaluation Date:</b> December 2023

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Master Commissioner for the IV-D Circuit Courts of Delaware County, responsible for overseeing judicial proceedings and making findings and recommendations to Judge.

### **DUTIES:**

Supervises and directs assigned staff, including planning, delegating, and controlling work assignments, keeping supervisor and assigned staff informed of organizational developments, maintaining discipline and recommending corrective action, and communicating and administering personnel programs.

Presides over hearings in Title IV-D Court involving civil and juvenile cases, including making recommendations regarding custody, support, and visitation and reviewing, signing, and submitting court orders for approval.

Presides over various hearings involving civil, criminal, mental health, and juvenile cases, including conducting pre-initial hearings, making recommendations, reviewing, signing, and submitting court orders for approval, signing probable cause affidavits, setting bail, issuing mental health orders, and issuing arrest and search warrants.

Performs court-related duties, including reviewing cases and researching legal issues.

Reviews and signs criminal probable cause affidavits and sets bail.

Participates as a member of the State Probate Committee.

Attends training and continuing legal education as required.

Responds to emergencies on a 24-hr basis and works on call on rotation.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Doctor of Jurisprudence degree from an accredited college or university. Certification as a licensed attorney in the State of Indiana and admission to practice before the Indiana Supreme Court. Five (5) to ten (10) years of experience preferred.

Must be at least 21 years of age.

Ability to meet all hiring and retention requirements, including passage of a drug test.

Thorough knowledge of and ability to interpret and apply federal, state, and local laws and case law statutes to various factual circumstances, and to effectively prepare, manage and preside over hearings in court.

Thorough knowledge of court policies and procedures and related terminology, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare court orders, memos, policies, procedures and reports as required.

Knowledge of community programming and services for youth and families.

Ability to properly operate standard office equipment, including computer, telephone, printer, copier, scanner, and calculator.

Ability to effectively supervise and direct assigned staff, including planning, delegating, and controlling work assignments, keeping supervisor and assigned staff informed of organizational developments, maintaining discipline and recommending corrective action, and communicating and administering personnel programs.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Prosecutor's Office, Probation Department, Public Defenders, attorneys, Court Administrator, Delaware County Community Corrections, Family Support Office, other courts and judges, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to, or maintain confidentiality of, Department information and records according to state requirements.

Shall comply with employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

Ability to count, compute, and perform arithmetic operations.

Ability to apply knowledge of people and locations.

Ability to analyze, evaluate, observe, diagnose, and investigate.

Ability to coordinate, place, make determinations, and act based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, work under time pressure, and on several tasks at the same time.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with violent/irate persons.

Ability to regularly work extended and weekend hours and occasionally work evenings and travel out of town for training, sometimes overnight.

Ability to respond to emergencies on a 24-hr basis and work on call on rotation.

## **II. DIFFICULTY OF WORK:**

Incumbent oversees court proceedings and legal procedures involving civil, criminal, mental health, and juvenile cases. Independent judgment is necessary to apply statutory law, case law, general guidelines, and accepted procedures to factual situations which may be contradictory or complex. Legal issues may be of an unprecedented nature, requiring research and consideration of short-term and long-term impact.

## **III. RESPONSIBILITY:**

Incumbent provides a major contribution to the development, administration, and implementation of court determinations and legal actions. Supervision is minimal and generally restricted to interpretations of policies and procedures and discussing results desired. Work is primarily reviewed for compliance with legal requirements and precedent.

#### **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, Prosecutor's Office, Probation Department, Public Defenders, attorneys, Court Administrator, Delaware County Community Corrections, Family Support Office, other courts and judges, and the public, for the purposes of giving and receiving information, supervising and directing assigned personnel, and explaining and interpreting policies and procedures.

Incumbent reports directly to Board of Judges.

#### **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment and courtroom, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 25 pounds, keyboarding, close/far vision, handling/grasping objects, depth perception, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to irate or hostile individuals.

Incumbent is regularly required to work extended and weekends hours and is occasionally required to work evenings and travel out of town for training, sometimes overnight. Incumbent is occasionally required to respond to emergencies on a 24-hr basis and is regularly required to work weekends and on call on rotation.

#### **VI. OTHER:**

The Master Commissioner position is an appointive position of the Board of Judges. Specific job duties and job requirements are established at the discretion of the Board of Judges. A person appointed to the Master Commissioner position serves at the pleasure of the Board of Judges, works exclusively for the Board of Judges, and may be terminated by the Board of Judges at any time.

The incumbent is a court employee. All court employees are required to maintain a high ethical standard both at work and outside of work. All court employees are bound by the Code of Judicial Conduct and must ensure that their actions are ethical in compliance with the Code.

## APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Master Commissioner for the IV-D Circuit Courts of Delaware County describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

Approved by Human Resources Director: \_\_\_\_\_Date\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
Reviewed with Employee Date

\_\_\_\_\_  
Employee's Signature (Printed Name) Date

Signed copy to : Human Resources(Original)  
Supervisor