

CIRCUIT COURT DEPUTY CLERK JUVENILE CHILD SUPPORT DIVISION

Job Summary:

The purpose of this position is to assist the Circuit Court Clerk in ensuring the efficient and fair operation of the Circuit Court. This position requires professionalism, a strong work ethic and the ability to work well with colleagues in a team atmosphere. Regular interaction with the general public, attorneys, judges, and defendants is an essential aspect of this role.

Responsibilities:

- File, process, scan, issue, organize, maintain, and manage both public and confidential court records
- Customer service functions include: answering phones; waiting on customers at the counter; providing information to the public; receipting money for criminal defendants, lawyers, fees collected on new lawsuits, money collected from judgments.
- The performance of general clerical tasks will be required to file, fax, scan, research, etc.
- The ability to handle large amounts of cash, work in a fast-paced environment, and being able to multitask is essential.
- This position will be responsible for balancing, reporting and maintaining a cash drawer. **Must adhere to strict audit procedures.**
- Juvenile Child Support duties include: preparing a monthly docket, filing new petitions and case pleadings, issuing summons/subpoenas, etc., and working closely with the Child Support office.
- Position may require the ability to prepare and transmit various reports; prepare, proofread and send and/or receive various correspondence.
- The ability to enter data correctly is important, as is the ability to verify accuracy of the information.

Qualifications:

- High School Diploma is required, some college is preferred
- Must pass background and drug screen

Preferred Experience, Knowledge, Skills, and Abilities:

- Position requires the ability to perform a wide variety of comprehensive clerical functions, including data entry, filing, and processing court records
- Prior experience in a court, law office, banking, accounting or legal setting
- Proficient in Microsoft Office
- Excellent customer service
- Strong written and verbal communication skills

Beginning Salary (non-negotiable): \$40,846

Resumes (with a cover letter) can be mailed to:

Holly Waller, Circuit Court Clerk
100 Public Square, Room 225
Ashland City, TN 37015

Resumes may be emailed to: CheathamCircuitClerk@tncourts.gov
Please include an introduction in the email body.

Deadline for resumes is Friday, August 2, 2024 at 4:00 P.M.

PLEASE DO NOT CALL THE CIRCUIT COURT CLERK'S OFFICE FOR INQUIRIES.