

Job Title: Deputy Clerk
Department: Cannon County Circuit/General Sessions/Juvenile Courts
Position Type: Part-time
Reports to: Cannon County Circuit Court Clerk – Katina George

Role and Responsibilities:

- Working with the public and assisting with service and knowledge for in person and over the phone, sorting mail, receiving & returning emails & voicemails in a timely manner, assisting in the Circuit, General Sessions and Juvenile Courts, helping with ordering and keeping the office stocked in supplies, helping to prepare dockets for Courts and Driver Safety School, entering data on TNCIS such as tickets, criminal warrants, civil warrants, garnishments, bank levys, subpoenas, summons, etc., printing out e-citations and completing those daily/weekly, making sure credit card payments are accepted and entered in TNCIS, faxing documents to attorneys, TDOS, TBI, FBI, State Agencies, receipting and balancing a General Sessions & Circuit cash drawer, filing in all courts, stamp filing documents, lodging orders for the Judge to sign, scan documents into TNCIS, assisting customers with issues with a Restricted or Suspended DL through the TDOS. Confidentiality is very important in the office.

Qualifications and Education Requirements:

- High School Diploma or GED equivalent or higher
- 2 or more years with Public Service experience
- Experience or Personal Knowledge of the Judicial System is preferred

Required Skills:

- Professional, Courteous, Polite, Respectful, Good Listening & Good Organizational Skills
- Works and communicates well with customers and co-workers
- Excellent verbal and written communications
- Proficiency with MS Office, to include:
 - *Word
 - *Excel
- Accounting such as handling cash and balancing cash drawers

Physical Requirements / Restrictions:

- Business Attire (Refer to the County Personnel Handwork)
- Occasionally lifting of heavy books (<15 lbs)
- Bending down or over to locate documents
- Climbing stairs to go to next floor or the courtroom