

PART-TIME HELP WANTED

Deputy Clerk Position

The Cannon County Clerk & Masters Office has a part-time job opening available. This position will work approximately 20 hours per week with a flexible work schedule.

Required Skills:

- Computer skills with a preference in Microsoft Word, Excel, PowerPoint, and Outlook.
- Positive and friendly work attitude.
- Professional work attire.

Job Duties:

- Clerical work, filing cases, scanning documents, managing a court docket & calendar, answering the phone, and working with the public.

The Cannon County Clerk & Masters Office is an equal opportunity employer and welcomes everyone to apply for the position.

All interested applicants may submit a resume to dana.davenport@tncourts.gov.

All resumes must be submitted no later than August 31, 2023 at 4:00 PM.

Dana Davenport

Cannon County Clerk & Master