

## Job Opportunity!

Please carefully read the advertisement and job description attached.

You may also want to visit our court website to review some information about what we do. That web address is **www.HenryCountyCourt.net**. This web address is different from the web address advertised as the site to retrieve the job posting information.

The web address of **www.HenryCountyTn.org**, is where you could download the same information as you now have in this handout.

If you are interested and feel as though you'd like to pursue a career as a part-time deputy court clerk, please submit a \*letter of interest and a current resume as directed in the advertisement. Business and personal references are also appreciated or can be furnished upon request.

The deadline to submit is **Thursday, April 27, 2023** at the close of business. Mail or hand-deliver please.

Thank you for your interest.

A handwritten signature in blue ink, appearing to read 'Mike Wilson', with a stylized flourish extending to the right.

Mike Wilson, Clerk

\*Letter of interest is used to introduce yourself, express your interest and should highlight or explain how your skill set and experiences may benefit the position you are seeking. Some refer to this as a cover letter but traditional cover letters seem to be very generic and template-like. A letter of interest should help bring attention to your reason for applying and promote the reasons why we should be of interest in hiring you. Good luck!

## **Part-time Only / Deputy Court Clerk**

The Henry County Circuit Court Clerk's office is now accepting resumes for the position of **Part-time Deputy Court Clerk**.

Preferred qualifications: High school diploma, equivalent, or higher education. Prior experience in a clerical, data entry, court, banking, accounting or legal setting desired. Candidate must be dependable and accountable. The work tasks are important and require a high level of responsibility.

Salary: \$10.00-12.00 per hour, 'up to' 29 hours per week. Position does not include other benefits. A more detailed job description may be obtained at the Circuit Court Clerk's office, or from the county's website ([henrycountyttn.org](http://henrycountyttn.org)) **and is recommended to be reviewed before** submitting resume for a good understanding of the responsibilities. Past applicants are encouraged to update your resume, letter, and resubmit.

**No phone calls please.**

**Candidates being considered will be contacted.**

Resumes with a letter of interest highlighting experience will be accepted through **Thursday, April 27, 2023**. Please mail or hand deliver:

Court Clerk Position – Part Time  
Henry County Circuit Court  
PO Box 429  
101 W. Washington St  
Paris, Tennessee 38242

Office hours are 8:00 a.m. - 4:30 p.m., Monday – Friday.

Equal Opportunity Employer

## **HENRY COUNTY CIRCUIT COURT CLERK'S OFFICE PART-TIME DEPUTY COURT CLERK JOB DESCRIPTION**

In Henry County, Tennessee, the Circuit Court Clerk is the Elected Official responsible for the Circuit, General Sessions & Juvenile Court Clerk Offices. Employees working for the Henry County Circuit Court Clerk are subject to assignment within any of the three offices at the discretion of the Clerk, at any time. This position will have a six month orientation period for any new hire beginning with the first full day of employment. This particular position is intended to remain part-time without the provision to become full-time. It is best suited for someone who finds the hours and part-time status acceptable.

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### **Job Classification: Part-time Deputy Court Clerk**

Performs clerical functions and maintains records in accordance with applicable law, court rules and procedures under the supervision of the Circuit Court Clerk. One primary function is being a customer service representative to the public.

We are the face of the court system and most often the ones in communication with those involved in legal and/or judicial matters. These offices, located at the Courthouse are busy on a consistent basis and the employee must be able to work within set deadlines and perform in a steady, fast-paced work environment while maintaining a courteous and polite attitude towards co-workers and the customer.

Employee must be able to work independently within a diverse work environment. Our client base, course of business and the judicial process may present situations of a mature and challenging nature.

### **Schedule of Work:**

Monday – Friday, 8:00 a.m. until 4:30 p.m. are the normal business hours. Training sessions, seminars and clerk's meetings may be necessary to attend beyond normal hours. Overnight travel may be required. County policy does not allow for overtime or comp pay for part-time. Lunch breaks may not be at the exact same time each day due to nature of our work, it may vary at times. Breaks and lunch times are not calculated or count towards pay. Number of work hours may be adjusted or varied at the Clerk's discretion but shall not exceed 29 hours during any work week to comply with part-time status. Employee is responsible to make sure payroll time sheets are completed, approved (signed by Clerk) and filed timely with the payroll office. The salary for this position is between \$10.00 - \$12.00 per hour. There are no additional benefits earned or given for this part-time special projects position.

### **Essential Functions:**

**(Note:** The duties listed below are normal for this job. You may perform them entirely or in part. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.)

- Depending on exact work assignment, may have responsibilities including making copies, filing of court documents, and assisting with the process of certain records specifically identified to be expunged.
- Answer and use the phone to communicate frequently and constantly.
- **Must adhere to strict audit procedures.**

- Make copies, file court documents, process documents identified to be expunged from our paper and electronic systems
- Updates computer files as cases progress
- All offices have a specific computerized court management system they use daily for input and retrieval of information. (TnCIS)
- Must be able to do these tasks **proficiently**.

### **Preferred Qualifications:**

- High school diploma, equivalent, or higher education.
- Prior experience in a court, banking, accounting or legal setting.
- Position requires the ability to perform a wide variety of comprehensive clerical functions including data entry, filing, and processing court records.
- Good written and verbal skills. **Thorough and detailed work habits.**
- General PC computer, internet and email experience preferred.
- Must possess and maintain a valid Tennessee driver's license.
- Clean criminal history, sound financial reputation.
- Candidate may be subject to personal & business reference and background record review.

### **Performance Aptitudes:**

**Data Utilization:** Requires the ability to **enter, review, analyze data and issue documents**. Will be required to learn custom data management software used. Candidate must be efficient in performing these tasks.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others with an emphasis on excellent customer service.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. **MUST** be able to manage money and monetary transactions.

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light - medium weight (25-30 pounds) routinely. The ability to climb stairs is also a necessary ability required. Tasks may involve extended periods of time at a keyboard or work station.

Henry County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Employee Acknowledgement: I have read and understand the job description as written in this two page document.**