

# Deputy Court Clerk Job Opportunity!

**Please carefully read the advertisement and job description provided.** It is strongly recommended that you read these BEFORE you submit your resume and letter of interest.

Please also visit our court website to review additional information about what we do. The web address is **www.HenryCountyCourt.net**. This web address is different from the web address advertised to retrieve the job posting information.

The web address of **www.HenryCountyTn.org**, is where you can 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 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. Please be sure to have permission to use your references.

The **deadline to submit is Friday, December 20**, at the close of business. Mail or hand-deliver please.

If you submitted information prior to this particular opening, please update your information and resubmit in order to be considered during this particular opening.

Thank you for your interest.

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!

## Newspaper Advertisement

### Deputy Court Clerk

The Henry County Circuit Court Clerk's office announces an open position for a **Full-time Deputy Court Clerk**.

Preferred qualifications: High school diploma, equivalent, or higher education with emphasis on clerical, record keeping, or related field. Experience in a court, data entry, banking, accounting, receipting or legal setting are desired.

Position requires the ability to perform a wide variety of **comprehensive** clerical functions including repetitious data entry, filing, and processing of detailed court records. **Strong written and verbal skills**, thorough and detailed work habits, along with proven customer service experiences are preferred.

Candidate's work history should demonstrate the ability to interact with people in a very diverse and challenging work environment. Must be capable of lifting and transferring up to twenty-five (25) pounds and able to **climb stairs routinely**.

Salary: \$34,208 annually. Position includes benefits. A more detailed job description may be obtained at the Circuit Court Clerk's office or on the website [www.HenryCountyTn.org](http://www.HenryCountyTn.org), and is recommended to be reviewed before submitting for a good understanding of the responsibilities. New hire will be subject to a six month orientation period.

**Resumes should be accompanied by a letter of interest** that supports your experience and addresses the requirements described in the job description. Submissions accepted through close of business on December 20, 2024. Mail or hand deliver to:

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

**No phone calls please.**  
**Candidates under active consideration will be contacted.**

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

Equal Opportunity Employer

# HENRY COUNTY CIRCUIT COURT CLERK'S OFFICE

## FULL-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.

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### Job Classification: Full-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. You must be able to conduct your work without the habit of being on your personal mobile device.

This particular position carries an additional requirement and responsibility of being able to serve as the secondary/back-up General Sessions civil court 'bench clerk,' meaning being able to perform those duties from the courtroom while civil court is in session. This responsibility would be a primary goal and absolute expectation of the employee within the first 12 months.

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 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. In other words, you must be nice to those you interact with.

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. As a County employee benefits include retirement, sick, vacation and holiday pay. The starting salary for this position is \$34,208 as of the July 2024-June 2025 fiscal year.

### 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 will at times be necessary to attend beyond normal hours. Overnight travel may be required. County policy does not allow for overtime pay but does allow for 'comp time' for hours worked beyond normal business hours. Lunch breaks may not be at the exact same time each day due to nature of our work, it may vary at times.

### 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.)

- Answers the phone and uses the phone to communicate frequently and constantly. Must be able to do this **proficiently**.
- Receives citations and petitions, assigns docket numbers, date-stamps documents, prepares for each day of court, and enters information into the court information system – daily.
- Balances cash drawer, count change back, process credit/debit card payments and make up for any cash shortages. **Must adhere to strict audit procedures.**
- Makes copies, forwards warrants, issues orders of protection, subpoenas and other court documents relating to defendants & offenses, to the District Attorney, the Public Defender, attorneys of record and other members of the public.

- Updates computer files as cases progress through court. (pleas, judgments, counsel appointed, failure to appear, violation of probation, fines/cost/fees, and any other subsequent disposition in a cases) Deputy clerks may attend court also.
- Maintains confidentiality of Juvenile records and files. (*Juvenile Court Clerk's Office specific*)
- Maintains and organizes indexes of Court minute books. (*Circuit Court specific*)
- Depending on exact work assignment, may have responsibilities including using MS Word and/or MS Excel.
- All offices have a specific computerized court management system they use daily for input and retrieval of information. (TnCIS or Quest)

### **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.
- 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, understand and agree to the job description as written in this two page document.**