

STEWART COUNTY CIRCUIT COURT CLERK'S OFFICE

FULL-TIME DEPUTY COURT CLERK JOB DESCRIPTION

In Stewart County, Tennessee, the Circuit Court Clerk is the Elected Official responsible for the Circuit, General Sessions & Juvenile Court Clerk Offices. Employees working for the Stewart County Circuit Court Clerk are subject to assignment within any of the three offices at the discretion of the Clerk, at any time.

Job Classification: Full-time Civil Court Deputy 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 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 \$28,689 (\$14.71/hr.) as of the July 2026-June 2027 fiscal year. ***

Schedule of Work:

Monday – Friday, 8:00 a.m. until 4:30 p.m. are the normal business hours. Court days and days leading up to court may require you to work beyond normal hours. Training sessions, seminars and clerk's meetings will at times be necessary to attend beyond normal hours. 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 the nature of our work, it may vary at times. This mostly applies to court days.

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**.
- Assists other court clerks in civil matters before the court, such as issuing civil summons, executions, filing new cases or any other civil matters.
- Balances cash drawer, counts change back, processes credit/debit card payments and make up for any cash shortages. **Must adhere to strict audit procedures.**
- Make copies and forward various 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
- Maintains confidentiality of Juvenile records and files.
- Maintains and organizes indexes of Court minute books.

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- All offices have a specific computerized court management system they use daily for input and retrieval of information. (TnCIS or Quest)
- Provides support as needed in answering inquiries at counter and by phone.
- Assists in juror coordination.
- Attend court proceedings and maintain court records.
- Reports any problems to Circuit Court Clerk.
- Performs related duties as assigned by Circuit Court Clerk.

Preferred Qualifications:

- High school diploma, equivalent, or higher education.
- Prior experience in a court, banking, accounting, or office 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 and 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 workstation.

Stewart 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.