

Circuit Court Deputy Clerk

Nature of Work

This is responsible legal and administrative work assisting in the daily operations of the Sevier County Circuit Court. Activities associated with the job include accepting papers for filing with the court, issuing a variety of legal documents, accepting payments for fines, citations, and court costs, assisting with the preparation of court dockets and maintaining records of court proceedings. Additional activities include assisting with completing petitions for Orders of Protection, entering data into the computer, issuing summons to serve on juries, assisting with cases on appeal and assisting with court room proceedings when necessary. Incumbents have extensive contact with the public, attorneys, judges and law enforcement agency personnel. Typically they are asked to concentrate on specific areas of court operations; however they should be capable of performing all of the duties associated with the job. Job responsibilities require significant knowledge of circuit court proceedings, legal and judicial processes and protocols, dedicated attention to detail and strong interpersonal, organizational and decision making skills. Job performance is evaluated by the Circuit Court Clerk and/or Chief Deputy Circuit Court Clerk through review of the accuracy and completeness of completed work, knowledge and level of support for the administrative functions associated with Circuit Court operations, organizational and decision making skills and ability to interact successfully with the public.

Illustrative Examples of Work

- Assists the public by answering questions and providing information in a courteous manner.
- Answers the phone and provides information or refers the call to the appropriate office.
- Processes in-coming mail and distributes as necessary.
- Collects and receipts fines, citations, court costs and restitution payments.
- Enters court orders into minutes, indexes and enters into the computer.
- Enters new cases in the system and updates information as needed.
- Completes state and civil warrants and assists individuals with completing petitions for Orders of Protection.
- Establishes new cases including the filing of required documentation, assignment of case numbers and enters into the TCSES computer.
- Assists with preparing and filing divorce decrees and certificates of adoption.
- Computes TJIS reports for Circuit Court Cases and e-mails to the State of Tennessee.
- Approves property bonds and prepares bonds for cases heard before Circuit Court.
- Prepares dockets for docket sounding and provides copies to attorneys who are present.
- Maintains records of Rule 31 mediators.
- Issues Showcause Orders for failure to appear and contacts bonding companies to arrest the individual.
- Issues subpoenas for Grand Jury, state and civil warrants, writs of possession and criminal process stemming from a Grand Jury.
- Prepares technical records for appeal to any of the appellate courts upon the filing of proper

documents and keeps track of the time frames involved with cases under appeal.

- Attends courtroom proceedings when directed to do so and completes recorded jury messages as needed.
- Enters warrants, appearance bonds and judgments from the court into the computer and sets up execution (costs).
- Issues Civil Warrants, Garnishments, Orders of Protection, Warrants to Recover Personal Property, Detainer Warrants and other civil papers received in person or in the mail.
- Performs various accounting transactions including reconciling and balancing accounts, posting payments to cash journals, issuing checks, etc.
- Files hospital liens, bankruptcy notices and alias summons when necessary.
- Insures that computer back-up tapes are safely and securely stored on a daily basis.
- Files orders for probation, restraining orders, mittimus to jail and general court orders as required.
- Makes entries on the docket and prepares and posts all minutes.
- Arranges and prints the docket, records judgments and changes, issues capias and mittimus for CVE and/or THP cases and submits to the proper officials for enforcement.
- Sends Court Action Reports to the state for suspension and withdrawal notices.
- Completes record requests from TBI and other law enforcement agencies and faxes back to the requesting agency.
- Completes jury work sheets, signs in jurors and prepares jury commission reports.
- Arranges probation cases for review on the docket.
- Prepares dockets of new cases set for trial for Circuit and Criminal Courts for Judges and attorneys after docket soundings.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four year high school supplemented with additional course work in office or business administration and/or paralegal studies; some experience working in circuit court operations and administration or for a law office or an attorney; ability to perform numerous interrelated tasks in an organized and efficient manner; strong interpersonal, organizational and accounting skills; dedicated attention to detail; or any equivalent combination of education, training and experience to provide the following critical knowledge, abilities, and skills:

- Considerable knowledge of the Tennessee Code Annotated statutes pertaining to Civil, Criminal, and/or Circuit court proceedings including applicable costs, fines and punishment for various criminal offenses.
- Considerable knowledge of State Court Clerk's Manual including all processes and procedures for the issuance and proper maintenance of all legal documents encountered on the job.
- Considerable knowledge of Civil and Criminal Rules of Procedure.
- Considerable knowledge of the Local Rules of the Court.
- Considerable knowledge of traffic court proceedings including applicable fines, punishment for various offenses and driving license restrictions.
- Considerable knowledge of Sevier County circuit court systems policies and procedures.
- Considerable knowledge of modern office practices and organization, basic accounting procedures and commonly used office equipment.

- Considerable knowledge of selection processes for juries and the proper protocol for dealing with jury members including compensation, sequestration, etc.
- Considerable knowledge of the legal processes and documentation required for divorce decrees, orders of protection and certificates of adoption.
- Ability to analyze problems and make decisions within existing policies, procedures and guidelines.
- Ability to make arithmetic computations and tabulations rapidly and accurately.
- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with co-workers, attorneys, law enforcement officers and officers of the court.
- Ability to interact in a professional and courteous manner with the public.
- Ability to apply basic bookkeeping principles to the maintenance of standard fiscal and accounting records.
- Ability to perform numerous tasks, sometimes simultaneously in an organized and accurate manner.
- Skill in the operation of common office equipment (e.g., computer terminals, typewriters, FAX machines, photocopiers, calculators, postage machines, etc.).
- Skill in the use of computer terminals, proprietary software programs and related software applications.

Necessary Special Requirement

- Job responsibilities require the incumbent to be bonded.