

Juvenile Court Deputy Clerk

Nature of Work

This is responsible administrative and legal work assisting with the coordination of civil cases handled by the Juvenile Division of General Sessions Court in Sevier County. The incumbent is primarily responsible for organizing and coordinating civil court dockets, notifying law enforcement personnel, attorneys, witnesses, and defendants regarding court proceedings and collecting fines, fees, child support payments, etc. imposed by the court. Additional activities associated with the job include issuing failure to appear warrants, setting up and maintaining files for all cases coming before the court, recording court hearings and serving as a liaison between the session court judges, law enforcement agencies and the public. Job responsibilities require strong organizational, decision-making and interpersonal skills and considerable knowledge of courtroom proceedings and legal processes associated with civil cases involving juveniles heard before the court. Job performance is evaluated by the Juvenile Court Clerk through review of the efficiency and effectiveness of juvenile court operations, ability to interact successfully with law enforcement personnel, defendants, attorneys and the public, organizational and decision-making skills and knowledge of legal procedures and protocols associated with Juvenile Court operations.

Illustrative Examples of Work

- Assists with preparing civil dockets for Juvenile Court and scheduling officer's, attorney's and prosecutor's court dates for each month and assists with coordinating special settings with the judge's office.
- Resets civil court dates when necessary and notifies the parties involved.
- Performs data entry activities for Juvenile Court including court dates, arraignments, fees collected, etc.
- Assists with the collection of fees, child support payments, fines, etc., enters the information into the computer and assists with preparing bank deposits.
- Enters data and supporting documentation into the computer database for each filing made through the court.
- Assists local and non local attorneys with filings when necessary.
- Assists with preparing and submitting monthly reports pertaining to civil cases to the Tennessee Council of Juvenile and Family Courts.
- Makes tape recordings and takes notes during court proceedings.
- Files civil petitions, motions, orders, interrogatories, exhibits, etc. and establishes accounts for juvenile criminal cases.
- Books the minutes of all civil cases and sets up files on all new cases coming before the court.
- Copies files for transfer, attorney appointments, or appeal and prepares files when appealed to the Tennessee Court of Appeals.

- Issues failure to appear warrants for individuals not meeting Juvenile Court appearance obligations.
- Serves as a liaison between the judge's office, law enforcement personnel, juveniles, family members and the public on issues pertaining to civil cases.
- Coordinates attorney fee claims and submits to the administrative office of the court.
- Files and sets foster care reviews for the Smoky Mountain Children's Home.
- Distributes child support payments to custodial parents and restitution payments to victims of criminal behavior.
- Files Department of Children's Services cases and Department of Human Services child support cases.
- Processes and distributes copies of signed court orders and processes and docket criminal injury compensation cases.
- Assists the public by answering incoming calls, explaining court proceedings and providing general information regarding Juvenile Court operations.
- Maintains files utilized in court proceedings and stamps file orders, petitions and motions of the court.
- Assists with the coordination of contracted services and certification of documents as necessary.
- Assists with drafting court orders when necessary and preparing files for court.
- Expunges juvenile criminal cases and assists with Youth Tobacco Act violation petitions, court proceedings and payments.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four year high school supplemented with coursework and training in criminal justice, law enforcement, public administration or closely related field; a minimum of two years experience working in court operations and/or law enforcement; strong decision making, organizational and interpersonal skills; or any equivalent combination of education and experience to provide the following knowledge, abilities, and skills:

- Considerable knowledge of all legal transactions and proceedings associated with Juvenile Court operations including applicable sections of the Tennessee Code Annotated, general manual for Clerks of the Courts and Local Rules of the Court.
- Considerable knowledge of federal, state, and local laws pertaining to the rights of juvenile defendants, victims and witnesses involved in legal matters before the court.
- Considerable knowledge of the statutes applicable to juvenile defendants involved in civil matters before the court and/or placed on probation, public service requirements, etc.
- Knowledge of the laws and regulations pertaining to the supervision of individuals placed on probation.
- Ability to coordinate and organize the daily operations of Juvenile Court in an effective and efficient manner.
- Ability to interact in a tactful and professional manner with defendants, witnesses, family members, law enforcement personnel, attorneys and the public.

- Ability to make appropriate and timely decisions regarding the scheduling of juvenile court operations, disposition of cases and level of compliance with court ordered remedies and restitution.
- Ability to perform data entry activities in a consistently accurate manner and account for all fees and fines received by the court.
- Ability to prioritize job related activities to insure the efficient operation of the court and completion of all assignments in a timely and thorough manner.
- Ability to respond quickly and effectively to inappropriate and/or violent behavior when required.
- Skill in diffusing difficult and/or potentially dangerous situations.

Necessary Special Requirement

- Possession of a valid Tennessee Driver's License and the ability to obtain insurance at standard vehicle liability rates.

Sevier County Government
FLSA – Non - Exempt
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