



## JOB OPENING

Post Date: 10/25/2024

### **Juvenile Court Deputy Clerk (Full-Time) Marshall County Circuit Court**

This is responsible administrative and legal work assisting with the coordination of cases handled by the Juvenile Division of Circuit Court in Marshall County. Activities associated with the job include organizing and coordinating court dockets, notifying law enforcement personnel, attorneys, witnesses, and defendants regarding court proceedings, and collecting fines, fees, restitution, etc. imposed by the court. Additional activities include setting up and maintaining files for all cases coming before the court, recording court hearings, and serving as a liaison between the law enforcement agencies and the public. Job related duties require strong organizational, decision-making, and interpersonal skills, dedicated attention to detail and considerable knowledge of courtroom proceedings and legal processes associated with court cases involving juveniles heard before the court. Job performance is evaluated by the Circuit 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, processes and protocols associated with Juvenile Court operations. Job-related duties are also subject to annual state audits.

#### **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; dedicated attention to detail; or any equivalent combination of education, training and/or experience.

- Assists with preparing court dockets for Juvenile Court and scheduling officers, attorneys and prosecutors for each month and coordinating special settings with the judge's office.
- Processes traffic citations and enters juvenile petitions and motions
- Resets court dates when necessary and notify the parties involved.
- Performs data entry activities for Juvenile Court including court dates, arraignments, fees collected, etc.
- Attends traffic court on a monthly basis and supplies supporting documentation for the judge.

#### **Necessary Special Requirements**

- Possession of a valid Tennessee Driver's License and the ability to obtain insurance at standard vehicle liability rates.
- Job responsibilities require the incumbent to be bonded.
- Completion of a criminal background check and drug screen.

#### **Benefits**

- Health, dental, vision, life insurance and optional benefits at reasonable rates.
- Paid sick leave, vacation leave (after 6 months), bereavement leave, and birthday leave.
- TCRS benefit retirement plan.

#### **TO APPLY:**

- An Application and Job Description may be picked up from the Marshall County Human Resources Office, 3309 Courthouse Annex, 3<sup>rd</sup> floor, Lewisburg, TN 37091 or obtain from [www.marshallcountyttn.com](http://www.marshallcountyttn.com).
- Completed applications and resumes will be accepted by Marshall County HR **until the position is filled.**
- No late applications will be accepted. No phone calls please.