

JOB OPENING

Post Date: 10/30/2024

General Sessions Deputy Clerk (Part-Time)
Marshall County Courthouse

This is responsible administrative and legal work assisting with the coordination of civil and criminal cases handled by the General Sessions Court in Marshall County. Incumbents are primarily responsible for organizing and coordinating the criminal and civil court dockets, notifying law enforcement personnel, attorneys, witnesses, and defendants regarding court proceedings, and collecting fines and fees imposed for various criminal and civil charges. Additional activities associated with the job include monitoring bonding company's obligations to the county and serving as a liaison between the session court judges, law enforcement agencies, inmates in custody and the public. Job responsibilities require strong organizational, decision-making, and interpersonal skills, dedicated attention to detail and considerable knowledge of courtroom proceedings and legal processes associated with criminal and civil cases coming before the court. Job performance is evaluated by the General Sessions Court Clerk through review of the efficiency and effectiveness of 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 General Sessions Court operations.

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 General Sessions 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 the statutes pertaining to bonding companies and the forfeiture of bonds for failure to appear violations.
- Ability to interact in a tactful and professional manner with defendants, witnesses, family members, law enforcement personnel, attorneys and the public.

Necessary Special Requirements

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

Benefits

- 401(k)/457(b) retirement plan program

TO APPLY:

- Application and Job Description may be picked up from the Marshall County Human Resources Office, 3309 Courthouse Annex, 3rd floor, Lewisburg, TN 37091 or obtain from www.marshallcountyttn.com
- Completed application and resume will be accepted by the Marshall County Human Resources Office, **until the position is filled.**
- No late applications will be accepted. No phone calls please.