

Deputy Court Clerk

Full time position open for Deputy Court Clerk. Must be familiar with all tasks to include:

- Generating, filing and organizing legal documents for court proceedings and creating case dockets.
- Court fines and fees, misdemeanor charges and felony charge differences.
- Ability to manage victim information, collect court fines & fees, explain court procedures with lawyers, judges and other court personnel.
- Oversee warrants, subpoenas, bonds and court dockets.
- Assist the Court Clerk and perform duties of the court in the absence of the Court Clerk, which include but not limited to issuing warrants and other process and writs with the authority to set bond amounts in the absence of the Clerk and/or Judge.

Possess a high school diploma or equivalent; at least two years of college helpful, but not required. Must live in the State of Tennessee, and have knowledge of legal field, and/or court proceedings. Experience with Microsoft Office, Excel, and CJIS a plus. Be organized, dedicated, honest and willing to work; has never suffered a conviction of any crime involving moral turpitude and be willing to submit to drug screen. Closing date July24, 2020, end of business day.

Applications can be sent to **Ms. Trish Perry, Human Resources Manager, 1517 Tombras Avenue, East Ridge, TN 37412** or tperry@eastridgetn.gov .

The City of East Ridge is an Equal Opportunity Employer
and Tennessee Drug Free Workplace