

JOB DESCRIPTIONS OF COURT CLERKS

ADMINISTRATING/OFFICIAL

DARREN SHELTON

The following are job descriptions of deputy clerks in the Court Clerk's office. Each deputy has certain duties that their job requires, but is not limited to and is subject to the Circuit Court Clerk's discretion. Additional job duties may be introduced as needed. *** INDICATES MORE THAN 1 JOB TITLE HELD**

- **CHIEF DEPUTY- * (Beverly Tinker)** The Chief Deputy is first in charge under the Clerk of Court. Job descriptions include taking over all duties of the Court Clerk in the absence of the Clerk.
- **ASSISTANT CHIEF DEPUTY- *(Jennifer Hughes)** The Assistant Chief Deputy is second in charge under the Clerk of Court. Job descriptions include taking over all duties of the Court Clerk in the absence of the Clerk and the Chief Deputy.
- ***CRIMINAL COURT DEPUTY CLERK- *(Beverly Tinker)** The Criminal Court Deputy Clerk is in charge of filing criminal court documents, setting court dates, signing arrest warrants, setting bonds, processing mail, data entry, working with officers, bondsman, probation offices, answering phones, assisting the public, filing monthly reports to the State of Tennessee, managing messages, records research, issuing subpoenas, maintaining court docket books, preparing dockets for each court date, notifying attorneys and plaintiffs/defendants of rescheduled court dates, processing criminal appeals, attending all criminal court proceedings, receipting monies, researching cases, processing passports, keeping records of Grand Jury proceedings and taking new jurors phone calls and excuses.
- ***CIRCUIT COURT DEPUTY CLERK- (Janice Clark)** The Circuit Court Deputy Clerk is in charge of Circuit Court documents, setting court dates, processing mail, data entry, working with officers, attorneys, answering phones, assisting the public, managing messages, filing monthly reports with the State of Tennessee, records research, issuing subpoenas, maintaining court docket books, preparing dockets for each court date, notifying attorneys and plaintiffs/defendants of rescheduled court dates, processing civil appeals, signing arrest warrants, setting bonds, receipting monies, taking new juror phone calls and excuses, conservatorships, filing divorces, child support, name changes, adoptions, lawsuits over \$25,000, attending all Circuit Court proceedings, and conducting any research on older cases. Duties also include helping processing abstracts to the State of Tennessee for reimbursement of Criminal Felons.

- ***BOOKKEEPER- *(Jennifer Hughes)** The Bookkeeper is in charge of any financial transaction and the keeping of any financial records. Duties include correction of any incorrect transaction, closing out daily and processing the daily deposit, closing out monthly reports, closing out yearly reports, assisting in any financial audit performed by the State of Tennessee, and observance of all financial transactions. The bookkeeper also relieves any other deputy clerks in the case of an absence and processes passports. Other duties include data entry, processing mail, setting court dates, answering phones, assisting the public, managing messages, filing monthly reports with the State of Tennessee, closing monthly financials, closing yearly financials working with state financial auditors, working with state computer auditors, records research, issuing subpoenas, maintaining court docket books, notifying attorneys and plaintiffs/defendants of rescheduled court dates, signing arrest warrants, setting bonds, and receipting monies and making sure there are no discrepancies in the financial department.
- **SESSIONS COURT CIVIL DEPUTY CLERK-(Tammy Padgett)** The Civil Court Deputy Clerk is responsible for all Civil Court proceedings involving lawsuits under \$25, 000, attending all Civil Court proceedings, data entry, working with attorneys, officers, probation offices, answering phones, assisting the public, managing messages, processing daily mail, researching records, issuing subpoenas, filing records, maintaining docket books, preparing court dockets for each court date, notifying attorneys and plaintiffs/defendants of rescheduled court dates, receipting monies, setting court dates, filing Detainer Warrants, Writ of Possessions, Order of Protections, Slow Pay Installments, Garnishments, Bank Levies, Civil Warrants, signing arrest warrants, setting bonds, assists in processing Probate files, Administrating Wills, opening Small Estates and Large Estates.
- **SESSIONS COURT STATE DEPUTY CLERK-(Elizabeth Joy Harmon)** The State Court Deputy Clerk is responsible for all Sessions State court proceedings involving DUI, drug charges, assault, and domestic charges, setting court dates, receipting monies, working with Probation Officers, attorneys, investigators, attending all Sessions State court proceedings, setting bonds, recording all hearings and trials, signing arrest warrants and researching court records, filing monthly reports with the State of Tennessee, notifying attorneys and plaintiffs/defendants of rescheduled court dates, maintaining court docket books, processing daily mail, answering phones, managing messages, assisting the public, issuing subpoenas, filing court dockets, preparing dockets for each court date and receipting monies.
- **SESSIONS TRAFFIC DEPUTY CLERK- (Sasha Walden)** The Traffic Deputy Clerk is responsible for all Traffic proceedings, receipting monies, processing mail, data entry, working with attorneys, officers, investigators, probation offices, assisting the public, managing messages, issuing subpoenas, filing records, maintaining court docket books, preparing dockets for each court date, notifying attorneys and plaintiffs/defendants of rescheduled court dates, scheduling defensive driving class dates, receipting monies, reporting dispositions to the State of Tennessee, approving compliance citations, signing arrest warrants, setting bonds, attending all Traffic Court proceedings, processing all speeding and traffic citations, answering phones and researching records and processing and processing bill of costs to the State of Tennessee.

- **JUVENILE COURT DEPUTY CLERK-**(Denelle Hensley & Tracy Collins) The Juvenile Deputy Clerks are responsible for all Juvenile court proceedings, setting court dates, receipting monies, data entry, working with attorneys, officers, probation offices, filing monthly reports with the State of Tennessee, recording court proceedings, working with the department of children's services, maintaining records, researching records, answering phones, keeping court docket books, filing records, preparing a docket for each court date, notifying attorneys and plaintiffs/defendants of rescheduled court dates, processing emergency custody papers and petitions, child support, custody hearings, signing arrest warrants, setting bonds and attending all Juvenile Court proceedings and recording such hearings.
- **PROBATE COURT CLERK-** *(Darren Shelton) The Probate Clerk is responsible for all Probate filings, receipting monies, setting bonds, signing arrest warrants, data entry, working with attorneys, answering phones, assisting the public, managing messages, processing daily mail, records research, issuing subpoenas, filing records, processing conservatorships, guardianships, maintaining court dockets, maintaining wills deposited with the court, preparing a docket for each court date, notifying attorneys and plaintiffs/defendants of rescheduled court dates, opening Large and Small estates, admitting Wills to Probate, closing estates, acts as Special Commissioner to sell Court Ordered land sales, researches court documents, has signs erected on properties, files notices with the local newspaper, signs orders to open and close estates, auctions property, conducts open houses and land sales after hours and attends all Probate Court hearings.
- **COLLECTIONS/PART TIME** (Don Whitson) The Collections Deputy is responsible for collecting unpaid court cost and fines, setting individuals on payment plans, issuing show cause orders and planning status hearing date, researching defendants addresses, whereabouts, balance of fines & costs, attending court proceedings to set new defendants convicted to get payment agreements set up and answering phone calls.

Submitted this the 16th day of October, 2020.

Darren Shelton/Circuit Court Clerk