



**Office of Bedford County Human Resources
1 Public Square, Suite 101
Shelbyville, TN 37160**

Deputy Clerk 1

The Bedford County Circuit Court Clerk has an opening for **Deputy Clerk 1**. This position performs a variety of administrative duties in the city, county and state court systems and provides service to the public, judicial officers, attorneys and staff.

Duties and responsibilities include recording filing fees, fines, garnishments and other required payments; accepts and records payments and issues receipts.

Will research Court case files as required and authorized and ensure necessary documents are included in all case files.

May receive and process cases; assign docket numbers, submit them to court, issue summons, criminal warrants, civil suits, and record dispositions in civil, criminal and juvenile courts.

Answer the telephone; respond to questions regarding Court documents from persons in the legal system, other governmental agencies and the general public.

Basic Qualifications:

Must possess a minimum of a High School diploma. Proficiency in Microsoft Word, Excel and data entry. Have good written and oral communication skills.

Should have a minimum of two (2) years of experience and/or training involving at least 2 years of civil and/or law work.

Please visit www.bedfordcountyttn.org to complete the online employment application. Printed applications or resumes may be mailed or delivered to:

John Boutwell, HR Director
Bedford County Mayor's Office
1 Public Square, Suite 101
Shelbyville, TN 37160

Bedford County is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, national origin, age or veteran status in employment opportunities or benefits.