



Office of Bedford County Human Resources

1 Public Square Courthouse, Suite 101

Bedford County Mayor's Office

Shelbyville, TN 37160

Bedford County Circuit Court Clerk's Office

Deputy Clerk I

Definition

This position reports to the Bedford County Circuit Court Clerk's

Full time position

To perform a variety of administrative duties in the city, county and state court systems

To provide service to the public, judicial officers, attorneys and staff

Prepares and maintains records of filing fees, fines, garnishments and other required payments; accepts and records payments and issues receipts

Researches Court case files as required and authorized

Ensures that necessary documents are included in all case files

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

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

Must have extensive computer skills

Work Environment

Work closely with co-workers in a high volume office. Customer service is a priority. The employee will operate a variety of equipment but not limited to a computer, copier, fax, printer and multi phone lines. Must participate in team planning meetings and meets the defined goals and activity metrics of the office. Performs other related duties as required.

Bedford County is an Equal Opportunity Employer

Essential Job Requirements and Responsibilities

High School Diploma

Proficiency in Microsoft Word, Excel and data entry

Good written and oral communication skills

Effective interpersonal skills

Ability to organize and prioritize workload; ability to meet deadlines

Ability to use office equipment such as computer, calculator, copier, and fax machine

Ability to maintain confidentiality in the handling of personal information

Have a clean background check (including order of protections, restraining orders, late child support payments, DUI, etc.....)

Integrity, honesty and ability to work under very stressful conditions required

Must be able to multi-task and work a computer, and talk on the phone etc...

Must be able to react quickly and remain calm in stressful situations

Ability to follow policies and procedures in a high volume office

Must have at least 2 years of civil and/or law work experience

Must have effective interpersonal skills

Physical Demands:

This job may require lifting of objects that exceed 20 pounds, with frequent lifting and/or carrying of objects weighing up to 10 pounds. Other physical demands that may be required are as follows:

1. Lifting and/or carrying
2. Stooping and/or kneeling
3. Reaching
4. Talking
5. Hearing
6. Seeing

Temperament (Personal Traits)

1. Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Ability to accept responsibility for the direction, control, or planning of an activity.
3. Ability to deal with people of different temperaments with patience and courtesy.
4. Ability to make generalizations, evaluations, or decisions based on sensory or judgmental criteria.

General Requirements

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Application Deadline

All applications must be submitted by no later than December 11th, 2017

Please visit www.bedfordcountyttn.org to complete the online employment application.

Printed applications or resumes may be mailed or delivered to:

HR Department- Attn. Anita Epperson

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