

CHEATHAM COUNTY GENERAL SESSIONS COURT DEPUTY CLERK – CRIMINAL DIVISION

BEGINNING SALARY \$42,702 - \$46,238 ANNUALLY (based on experience)
JOB TYPE FULL-TIME
DIVISION GENERAL SESSIONS COURT CLERK'S OFFICE
DEPARTMENT CIRCUIT COURT CLERK
CLOSING DATE MAY 15, 2026, AT 2:00PM
EXPECTED START DATE JULY 6, 2026

Position Summary

The Deputy Clerk supports the daily operations of the General Sessions Court Clerk's Office by performing a variety of clerical, administrative, and customer service functions. This position assists in maintaining accurate court records, processing legal documents, and collecting fines and fees. It requires strong organizational skills, attention to detail, the ability to multitask in a fast-paced environment, and a thorough understanding of court policies and procedures.

The Deputy Clerk regularly interacts with the public, law enforcement, attorneys, inmates, bonding companies, and judges, providing professional and courteous service while maintaining accuracy and impartiality. Responsibilities include data entry, file management, preparing court dockets, issuing warrants and subpoenas, and managing case information within the court management system.

Essential Responsibilities

(Note: Duties listed below are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.)

- Provide courteous and professional assistance to the public in person and by telephone; explain court procedures, distribute appropriate forms, and respond to routine inquiries, complaints, and service requests.
- Serve as a key point of contact between the court, law enforcement agencies, incarcerated individuals, attorneys, and the public.
- Prepare and issue legal documents, including criminal and civil warrants, summonses, wage garnishments, bank levies, subpoenas, and other related court documents.
- Accurately enter and maintain case information into the case management system (TnCIS).
- Assist in preparing and maintaining court dockets for General Sessions Court.
- Prepare, file, and stamp court documents, such as orders, petitions, and motions.
- Notify prosecutors, law enforcement, defendants, plaintiffs, and all other parties of scheduled court dates, including but not limited to receiving and filing notices of appearance, waivers, and issuing subpoenas.
- Record case dispositions, court orders, and arrange for payment of court fees/fines.
- Responsible for balancing and maintaining a cash drawer daily; collecting cash payments, processing credit/debit card payments, and making up for any cash shortage. **Must adhere to strict audit procedures.**
- Complete record requests from TBI and other law enforcement agencies.
- Assist with petitions for Orders of Protection.
- Assist with the expungement of records when ordered by the Court.

Required Qualifications

- High school diploma or General Education Degree (GED)
- Possession of, or ability to obtain, a valid Tennessee Driver's License

Preferred Qualifications

- Prior experience in criminal justice, court administration, banking, accounting, or a related field.
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Proficiency in Microsoft Office and data entry systems
- Excellent customer service skills

PLEASE SUBMIT RESUMES TO THE CIRCUIT COURT CLERK'S OFFICE:

By Mail

Holly Waller, Circuit Court Clerk
100 Public Square, Room 225
Ashland City, TN 37015

or

By Email

CheathamCircuitClerk@tncourts.gov

Please include an introduction letter.

Deadline for resumes is Friday, May 15, 2026, at 2:00 P.M.