



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

TITLE: Deputy Court Clerk

LOCATION: Finance – Municipal Court

OPENING DATE: September 26, 2016

CLOSING DATE: Until Filled

JOB NUMBER: JN16-65FN

CLASS CODE: 0245

SALARY RANGE: \$12.65/hour (DOQ)

FLSA STATUS: Non-exempt

THIS IS A PART-TIME POSITION. 25 HOURS PER WEEK REQUIRED.

PRIMARY FUNCTION: This position requires the performance of clerical work involving preparation of cases for court, to include compiling and processing documentation, recording case dispositions, and providing assistance to the public.

QUALIFICATIONS: This position requires a high school diploma or GED supplemented by four years of experience and/or training involving court procedures, legal office work, office administration, customer service, basic bookkeeping, record management, and personal computer operations; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for the job.

SPECIAL REQUISITES: Must have ability to work in a courtroom and team environment; follow instructions and detailed policies/procedures; and process a heavy volume of telephone calls, customers, case files, legal documents and sensitive information. Must have the ability to deal with challenging situations and resolve issues related to such situations. Requires proficiency in Microsoft Excel, Word, and the ability to process a heavy volume of data entry. Must have excellent cashier, customer service, record management and organizational skills. Must be able to meet daily deadlines and may be required to work overtime. Must be able to maintain a consistent physical presence at designated workstation in order to meet customer's needs in a timely manner.

LICENSES: None.

NOTES: Must be able to pass a work-related physical and drug test. Some evening hours will be required.

Selection process may include: examinations, interviews, assessment centers, practical skills, etc. Drug testing may be required.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.

APPLY: Human Resources Office, 500 Poplar View Parkway, Collierville, TN

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.