

## General Sessions Deputy Clerk

### Nature of Work

This is responsible administrative and legal work assisting with the coordination of civil and criminal cases handled by the General Sessions Court in Sevier County. Incumbents are primarily responsible for organizing and coordinating the criminal and civil court dockets, notifying law enforcement personnel, attorneys, witnesses, and defendants regarding court proceedings and collecting fines and fees imposed for various criminal and civil charges. Additional activities associated with the job include monitoring bonding company's obligations to the county, and serving as a liaison between the session court judges, law enforcement agencies, inmates in custody and the public. Job responsibilities require strong organizational, decision-making and interpersonal skills and considerable knowledge of courtroom proceedings and legal processes associated with criminal and civil cases coming before the court. Job performance is evaluated by the General Sessions Court Clerk through review of the efficiency and effectiveness of court operations, ability to interact successfully with law enforcement personnel, defendants, attorneys, and the public, organizational and decision-making skills and knowledge of legal procedures and protocols associated with General Sessions Court operations.

### Illustrative Examples of Work

- Assists with preparing dockets for General Sessions Court and scheduling officer's, attorney's and prosecutor's court dates for each month.
- Resets court dates when necessary and notifies the parties involved.
- Performs data entry activities for General Sessions Court including court dates, arraignments, fees collected, etc.
- Assists with the collection of fees and fines, enters the information into the computer and assists with preparing bank deposits.
- Assists with setting bonds for individuals arrested for alleged criminal activity when necessary.
- Assists with conducting jail arraignments with General Sessions Court judges.
- Enters warrants, traffic tickets, etc. into the computer database and updates as necessary.
- Prepares a Public Defender report on a weekly basis and a cost compliance docket on a monthly basis.
- Assists with coordinating defendant's, officer's, and prosecutor's trial dates after consulting with their schedules.
- Monitors the activities of bonding companies to insure they meet their obligations to the county.
- Serves as a liaison between the judge's office, law enforcement personnel, inmates in custody and the public.
- Assists the public by answering incoming calls, explaining court proceedings and providing general information regarding General Sessions Court.

- Maintains files utilized in court proceedings and stamps file orders, petitions and motions of the court.
- Issues and enters civil warrants into the computer and redistributes costs to pay officers for the process of service for civil warrants.
- Assists the judge with civil matters, takes down judgments and enters information regarding civil cases into the computer.
- Assists with making decisions regarding the resetting of court dates and notifying the parties involved.
- Performs related duties as required.

### **Necessary Requirements of Work**

Graduation from an accredited four year high school supplemented with coursework and training in criminal justice, law enforcement, public administration or closely related field; a minimum of two years experience working in court operations and/or law enforcement; strong decision making, organizational and interpersonal skills; or any equivalent combination of education and experience to provide the following knowledge, abilities, and skills:

- Considerable knowledge of all legal transactions and proceedings associated with General Sessions Court operations including applicable sections of the Tennessee Code Annotated, general manual for Clerks of the Courts and Local Rules of the Court.
- Considerable knowledge of federal, state, and local laws pertaining to the rights of defendants, victims and witnesses involved in legal matters before the court.
- Considerable knowledge of the statutes pertaining to bonding companies and the forfeiture of bonds for failure to appear violations.
- Considerable knowledge of the statutes applicable to defendants involved in civil and criminal matters before the court and/or placed on probation, public service requirements, etc.
- Considerable knowledge of the laws and regulations pertaining to the supervision of individuals placed on probation.
- Ability to coordinate and organize the daily operations of General Sessions Court in an effective and efficient manner.
- Ability to interact in a tactful and professional manner with defendants, witnesses, family members, law enforcement personnel, attorneys and the public.
- Ability to make appropriate and timely decisions regarding the scheduling of sessions court operations, disposition of cases, performance of bonding companies and level of compliance with court ordered remedies and restitution.
- Ability to perform data entry activities in a consistently accurate manner and account for all fees and fines received by the court.
- Ability to prioritize job related activities to insure the efficient operation of the court and completion of all assignments in a timely and thorough manner.
- Ability to respond quickly and effectively to inappropriate and/or violent behavior when required.
- Skill in diffusing difficult and/or potentially dangerous situations.

**Necessary Special Requirement**

-Possession of a valid Tennessee Driver's License and the ability to obtain insurance at standard vehicle liability rates.