



JERRY GIST, MAYOR

LYNN B. HENNING, DIRECTOR OF PERSONNEL

**CITY OF JACKSON
JOB POSTING NOTICE**

JOB TITLE: ADMINISTRATIVE SPECIALIST
DEPUTY COURT CLERK
DEPARTMENT: MUNICIPAL COURT
NON-EXEMPT: YES
FULL TIME: YES
GRADE: O8A (RATE OF PAY: \$14.43)

JOB SUMMARY: The person employed in this capacity will perform his/her duties under the supervision of the City Court Clerk.

ESSENTIAL JOB FUNCTIONS:

- Enter data in computer for all warrants and receipts of fines and costs;
- Provide friendly and accommodating customer service at cashiers' window when collecting money for fines and court costs;
- Provide excellent customer service via telephone inquiry by public;
- Prepare court lists from the Police Department's citations, warrants, and/or arrest records;
- Prepare court lists for the Police Department;
- Prepare all summons and subpoenas;
- Attend court and perform all necessary clerical duties; prepare dockets for court; work with attorneys in scheduling or rescheduling court cases;
- Coordinate court matters with Judges, Defendants, Defense Counsel, City Prosecutor, Police Department, and others in the criminal justice administration system;
- Receive, deposit and account for monies for fines, forfeitures and other court costs;
- Receive, log and index incoming filings, citations and complaints;
- Prepare files for court use; process timely notices to defendants of arraignments, trials and hearings;
- Respond to requests from City Judge, City Prosecutor, Police Department, Probation and others for assistance and information;
- Type correspondence;
- File correspondence, warrants, and other documents;
- Perform all other duties as may be assigned by supervisor.

TOOLS/EQUIPMENT:

- Computer
- Typewriter
- Calculator
- Recording machine
- Copy machine
- Fax

- Computer scanner
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REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE:

- High School Diploma or GED equivalent with course work in typing and/or general office practices; and
 - Two years prior work experience in clerical, secretarial, paralegal or administrative work; or
 - Any equivalent combination of education and experience.
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EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

- Considerable knowledge of general office procedures; working knowledge of legal language and legal procedures; some knowledge of basic bookkeeping practices;
 - Skill in the operation of the listed tools and equipment.
 - Ability to effectively communicate on a one-to-one basis with the public; ability to maintain effective working relations with employees, other departments, officials and the public; ability to maintain accurate records; ability to type and enter data accurately.
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PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
 - Specific vision abilities required by this job include close vision and the ability to adjust focus.
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WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - This work is performed in the office in a smoke-free environment.
 - The noise level in the work environment is usually quiet.
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PLEASE APPLY: City of Jackson, Personnel Department
City Hall
127 E. Main St., Ste. 303
Jackson, TN 38301

**APPLICATIONS ACCEPTED BEGINNING MONDAY, SEPTEMBER 11, 2017
AND ENDING MONDAY, SEPTEMBER 25, 2017.**

EOE/M/F/V/D