

Cocke County Government - Job Announcement

Cocke County Circuit Court/ Cocke County Government invites applications/ resumes for the following position beginning June 6th, 2020 through June 26th, 2020.

POSITION: Deputy Clerk I - Cocke County Circuit Court

The person in this position should have the following credentials:

High School Diploma or GED

Extensive Customer Service Experience

Amazing interpersonal skills

Ability to work under pressure/ multi-task

Superior clerical and Advanced computer skills – proficient in MS Office (Word, Excel, Outlook and Powerpoint)

Effective communication skills, both verbal and written

Minimum word processing speed of 40 w.p.m.

Good analytical skills

Valid Tennessee Driver's License

(Selected Applicant's Interview may also include a skills test)

Applications w/ Classification Specifications can be picked up at the Cocke County Circuit Court or online at www.cockecircuit.com.

You can turn Resumes/ Applications in directly to the Circuit Court Office or email to circuitcourt@cockecountyttn.gov.

Cocke County Government and the Cocke County Circuit Court are an Equal Opportunity Employer.

**SEE BELOW FOR APPLICATION AND
CLASSIFICATION SPECIFICATIONS !!!!**

Cocke County Circuit Court

Office: 423-623-6124

Fax: 423-625-3889

email: circuitcourt@cockecountyttn.gov

website: www.cockecircuit.com



Kristy L. Nease, Clerk

111 Court Avenue • Room 201
Newport, Tennessee 37821

APPLICATION FOR EMPLOYMENT

NAME: _____ DATE: _____

ADDRESS: _____

TELEPHONE NUMBER (where best reached): _____

Are you 18 years of age or older? ☐ Yes ☐ No

Are you either a U.S. citizen or an Alien authorized to work in the U.S.? ☐ Yes ☐ No

Have you ever worked or attended school under another name? If so, under what name?

Have you ever been convicted of a crime?* ☐ Yes ☐ No

If yes, give details, including date(s): _____

**Answering "yes" will not automatically disqualify you from employment. We will consider the nature and the date of offense and the job for which you are applying for job-related purposes only, and only to the extent permitted by law.*

Position Desired: **Deputy Clerk I** Start date available: _____

Beginning Wage offered: **\$12.00 per hour - \$25,500.00 – Annually**

This is a **Full Time Position** – (Part time is not available at this time).

Business/ Working hours are **Monday thru Friday – 8:30 am to 4:30 pm.**

Some Overtime might be necessary (Jury Trials lasting after 4:30 pm).

The Job Classification/ Essential Functions for this position can also be found at www.cockecircuit.com

Have you previously worked for Cocke County Government ☐ Yes ☐ No

Dates of employment with Cocke County Government: From _____ To _____.

Reason(s) for leaving: _____

Former Supervisor(s) at this Department: _____

How did you learn about his opening? _____

Education

High School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Technical School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
College/ University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Other Education, Training or Special Skills:		

Skills

Typing Speed (wpm): _____

Are you experienced in using Personal Computers? ☐ Yes ☐ No ☐ PC ☐ Mac

Are you able to use any software programs, e.g., Microsoft Word, Excel, Outlook and PowerPoint?

☐ Yes ☐ No

What other programs are you capable of using?

Work Experience

Employer:		Address:	
From:	To:	Position Held:	Reason for Leaving:
Supervisor's Name and Title:		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Description of Duties:			
Starting Compensation:		Final Compensation:	
Employer:		Address:	
From:	To:	Position Held:	Reason for Leaving:
Supervisor's Name and Title:		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Description of Duties:			
Starting Compensation:		Final Compensation:	
Employer:		Address:	
From:	To:	Position Held:	Reason for Leaving:
Supervisor's Name and Title:		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Description of Duties:			
Starting Compensation:		Final Compensation:	

References

Identify (3) three persons who know your work history and ethics, beginning with the most recent.

Name: _____ Phone Number: _____ Email: _____

Address: _____ City, State, Zip: _____

Position/ Title: _____ Year(s) Known: _____

Name: _____ Phone Number: _____ Email: _____

Address: _____ City, State, Zip: _____

Position/ Title: _____ Year(s) Known: _____

Name: _____ Phone Number: _____ Email: _____

Address: _____ City, State, Zip: _____

Position/ Title: _____ Year(s) Known: _____

Authorization and Acknowledgement

I affirm that the information I have provided in this application is true to the best of my knowledge, information and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge.

I authorize the Cocke County Circuit Court and Cocke County Government to verify my references, record of employment, education records, and any other information that I have provided. Unless otherwise noted, I authorize the references that I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other person and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure.

Signature

Date

COCKE COUNTY, TENNESSEE COCKE COUNTY CIRCUIT COURT

CLASSIFICATION SPECIFICATION

Classification Title: **CIRCUIT COURT DEPUTY CLERK I**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the Circuit Court Clerk in the efficient and equitable operations of the Circuit Court. A Deputy Clerk I is a deputized officer of the Circuit Court and is charged with upholding the local rules of that court, the statutes of the State of Tennessee, and the Constitution of the United States without prejudice, partiality or favor. A Deputy Clerk I is the first working level class in the series and performs work with general supervision. A Deputy Clerk I reports to and is directly supervised by the Circuit Court Clerk and the Chief Deputy.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides secretarial/administrative support for the department; processes a variety of documentation associated with department operations within designated timeframes and per established procedures; Organizes work and identifies priorities.

Acts as assistant to Circuit Court Clerk by typing dictation of general correspondence, reports, orders, and letters.

Performs receptionist functions; answers telephone calls and greets visitors; screens calls and ascertains nature of business; provides information and assistance; directs callers/visitors to appropriate personnel; records/relays messages; initiates and returns calls as necessary. Performs customer service functions; receipts court cost payments.

Operates a computer to enter, retrieve, review or modify data; performs data entry functions by keying data into computer system; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, research, Internet, email, or other computer programs; backs up computer data and stores in secure location. Daily use of MS Office Suite; Word, Excel, PowerPoint and Outlook software.

Receives monies in payment of taxes, licenses, fees, etc.; records transactions; issues receipts; balances payments and receipts. Clerk is responsible for balancing drawer on a daily basis.

Performs research functions as needed.

Performs customer service functions; provides information/assistance regarding department services, activities, procedures, fees, or other issues; distributes forms/documentation as needed; responds to routine questions, complaints or requests for service; initiates problem resolution. Performs duties related to processing court orders; witness signature under oath for Orders of Protection; locates Judge to sign orders; makes certified copies of orders as necessary.

Gathers various information, data, reports, and/or files as requested; copies files as requested and sends via fax, mail and email.

Receives various documentation; reviews, processes, responds, maintains, and/or takes other action as appropriate. Communicates with supervisors, officials, state agencies, or others as appropriate concerning problems, rejections, legal clarification, or other issues.

Responds to routine requests for information from officials, employees, and members of staff, the public or other individuals.

Performs general clerical tasks, which may include making copies, distributing documentation, sending/receiving faxes, or updating department manuals/documentation. Processes incoming/outgoing mail; sorts, organizes, opens and/or distributes incoming mail; signs for incoming packages; assembles materials for large mail-outs; prepares outgoing mail for pickup.

Maintains confidentiality of departmental documentation and issues.

Maintains file system of department files/records; prepares and sets up files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files; purges files and destroys/disposes of obsolete records as appropriate.

Gathers and maintains case documents to ensure permanent recordkeeping; compiles statistical information as required.

Provides assistance and/or backup coverage to other positions as needed.

Processes Grand Jury Indictments; updates computer as to charges; bond information; sets up files; breaks down court costs. Processes expungement orders; removes information from

computer, copies and distributes to designated agencies. Processes return of service of probation violation warrants, capiases', all other return documents from the sheriff's department. Resets court dates as needed; notifies jail, bonding agent etc. of any changes.

Communicates with supervisor, employees, other departments, customers, court officials, attorneys, law enforcement officials, government agencies, the public, community organizations, outside organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes incoming mail from inmates, makes copies as requested and forwards to defendants, researches and answers questions as needed; forwards requests to Judge for direction; gets court dates as needed; notifies defendants as directed by Judge.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs basic cleaning/housekeeping tasks associated with maintaining work area.

Performs other related duties as required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data; includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

MINIMUM QUALIFICATIONS

Associate's degree; supplemented by three (3) years previous experience and/or training involving legal office work, office administration, public interaction, and personal computer operations as well as one (1) year experience working as Deputy Clerk I or one (1) year working in a court environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Preferred strong multi-tasking skills. Must possess and maintain a valid Tennessee driver's license.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 1.5

Maximum Continuous Time: 15 minutes

2. SITTING

Estimated Total Hours: 6.5

Maximum Continuous Time: 45 minutes

3. LIFTING/CARRYING

Objects: Filing Boxes, Office Supplies, Coffee, Creamer, Sugar, Water Jug

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs				X	
26-50 lbs				X	
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects: on occasion

5. CLIMBING

Tasks: retrieving items from top shelf in storage room

Device: Ladder

Height: 9 feet from ground

Frequency: Occasionally

6. BENDING/SQUATTING/KNEELING

Tasks: getting files

Frequency: daily

7. REACHING

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Down	Daily		<5lbs
21-36"	Down	Daily		<5lbs

8. WORK CONDITIONS

Exposure to Yes No

Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	
Inside Building	95 % of time	
Outside	5 % of time	

9. OTHER JOB DEMANDS

<u>Does Job Require</u>	<u>Yes</u>	<u>No</u>
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/ Mopping		X
General Cleaning		X
Handling Trash		X

10. HAND USE

<u>Type of Use</u>	<u>Yes</u>	<u>No</u>	<u>Frequency</u>
Keystrokes	X		

Grasp X

Fine Motor i.e: writing,
twisting hands or wrist, etc X

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Cocke County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date