

DISCLAIMER: This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

**_____ COUNTY, TENNESSEE
CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE: CHANCERY COURT DEPUTY CLERK
AND MASTER / FRONT DESK**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the Clerk and Master in the efficient and equitable operations of the Chancery Court, the Clerk and Master's Office, and _____ County, Tennessee. A Deputy Clerk is a deputized officer of the Chancery 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 and Master, Front Desk directly reports to and is directly supervised by the Deputy Clerk and Master, Front Desk Supervisor, but also, through a chain-of-command, is supervised by the Clerk and Master.

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.

Performs customer service functions; provides information/assistance regarding department services, activities, procedures, fees, or other issues; distributes forms/documentation as requested; responds to routine questions, or requests for service from supervisor, employees, other departments, customers, law enforcement personnel, attorneys, the public, outside agencies, and other individuals.

Performs reception functions; answers telephone calls, answers questions, transfers and directs callers. Greets visitors; ascertains nature of business, directs visitors to appropriate personnel, and records/relays messages; initiates and returns calls as necessary.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, or filing documents.

Completes workers' compensation SD1 forms and on a monthly basis sends workers' compensation SD1 forms to state office.

Operates a computer to enter, retrieve or modify data; performs data entry functions by keying data into computer; verifies accuracy of entered data and makes corrections; utilizes word processing, e-mail or other programs; performs basic maintenance of computer system and office equipment, such as backing up data.

Performs duties related to processing Court Orders that include: taking lodged orders to Judges' offices and collecting Judge signed orders, mailing original lodged order to out of town judges, helping when Judges need additional information pertaining to orders, entering Judge signed orders on the computer, reading orders and carrying out requests per Court Order, giving copies of orders to appropriate office personal, sending out copy requests of orders, running signed orders on the minute book, correctly putting reference numbers on original orders, indexing said orders in minute book, and communicating with the public, attorneys, judges, and governmental offices on the status of lodged and entered orders.

Conducts research functions as needed.

Performs duties related to the collection of delinquent property taxes including receipting payments.

Processes daily printout of child support checks and reports and is the back up for signing and mailing child support checks.

Back up for receipting child supports checks and sending daily reports to the state via computer.

Organizes outgoing and incoming certified mail and puts returns of certified mail receipts on computer.

Receives various forms, reports, correspondence, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains confidentiality of departmental documentation and issues.

ADDITIONAL FUNCTIONS

Witnesses signature under oath on Petitions for Orders of Protection, locates Judge to sign order, makes certified copies for all local law enforcement agencies for service, Domestic Violence, and Petitioner as needed; currently occurs bi-weekly.

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

Provides assistance or backup coverage to other employees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

College degree with coursework in political science, and minors in paralegal studies, and English supplemented by previous clerical and supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

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.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: going for files, going to other offices

Surface: carpet

Estimated Total Hours: 1 **Maximum Continuous Time:** 5 minutes

2. SITTING

Tasks: typing, writing, etc.

Estimated Total Hours: 6.5 **Maximum Continuous Time:** 2

3. LIFTING/CARRYING

Objects:

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: Boxes of computer paper

Height of hands above floor during push: 12 inches

5. BENDING/SQUATTING/KNEELING

Tasks: to lift boxes of and to load computer paper, to get in filing cabinets, to fix jammed copier

Frequency: Daily

6. REACHING

Tasks: Reaching for files or Boxes

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Seldom	Short	1-10 lbs
21-36"	n/a	n/a	n/a	n/a

7. 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	100 % of time
Outside	% of time

8. **HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		Constant
Grasp	X		Moderate
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Constant

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_____ 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