

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: CHIEF DEPUTY – CHANCERY COURT**

**FLSA STATUS: EXEMPT ADMINISTRATIVE**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform supervisory work associated with overseeing the administrative activities of the department and to provide support within the Chancery Court. Duties and responsibilities include supervising assigned staff, coordinating daily work activities, preparing budget documents and maintaining financial records, preparing or processing various department documentation, scheduling appointments, preparing and issuing orders of the court, assisting the public, maintaining records, compiling information and statistics, processing documentation and information, and performing other duties as assigned. Reports to 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.**

Supervises, directs, and evaluates assigned staff in clerical or administrative support activities, processes employee concerns and problems, directs work, counsels, and disciplines.

Performs office management functions; supervises daily office operations, coordinates office activities, and assists with overall department functions; coordinates special projects as requested; disciplines employees; interviews prospective employees.

Provides direction, training, guidance and assistance to employees; coordinates projects and daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Performs duties related to the collection of delinquent property taxes; maintains tax records; prepares reports; receipts payments; prepares publications for the local paper.

Serves as a deputized officer of the Chancery Court; upholds the local rules of the court, the statutes of the State of Tennessee, and the Constitution of the United States.

Processes budget documentation for the division/department; assists in projecting and developing annual department budget; makes budgetary recommendations; prepares budget balance sheets; monitors expenditures to ensure compliance with approved budget; prepares requisitions for proper approval; maintains financial ledgers on computer of departmental revenues/expenditures on computer.

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.

Reports statistical data on cases filed, closed, and re-opened to the State; reports cases in which an attorney is appointed to represent an indigent litigant to the State; checks reports sent from the State for accuracy.

Processes purchasing documentation; prepares purchase orders and requisitions; verifies completeness of information, proper authorization, and assignment to proper budgetary account; sends invoices to Finance Department for payment; obtains bids when needed.

Monitors inventory of department equipment, forms, or supplies; ensures availability of adequate materials to conduct work activities; initiates requests/orders for new or replacement supplies.

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.

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.

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.

Transcribes, types, prepares, or completes various forms, reports, correspondence, contracts, resolutions, meeting minutes, pleadings, legal documents, or other documents.

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

Conducts research functions as needed.

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.

Maintains confidentiality of departmental documentation and issues.

## **ADDITIONAL FUNCTIONS**

Performs notarization of documents as needed.

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.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree; supplemented by one (1) year previous experience and/or training involving legal office work, supervisory experience, office administration, public interaction, and personal computer operations; 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:** Copies, getting files, pulling minute books

**Surface:** Floors are hard, but with thin carpet

**Estimated Total Hours:**   1-2   **Maximum Continuous Time:**   .5-1  

#### 2. SITTING

**Tasks:** Data entry, filing pleadings/cases

**Estimated Total Hours:**   8   **Maximum Continuous Time:**   8  

#### 3. LIFTING/CARRYING

**Objects:** Files, papers, copy paper, minute books

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, chairs, etc

**Height of hands above floor during push:** 3 feet

**5. CLIMBING**

**Tasks:** Going to other floors to get files/orders

**Device:** Stairs

**Frequency:** Daily

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** Pulling orders, getting files, getting minute

**Frequency:** Hourly

**7. REACHING**

**Tasks:** Filing pleadings and cases, pulling files and minute books

**Hands Used:** RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Forward	Often	Short	
21-36"				

**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	100 % of time
Outside	0 % of time

**9. OTHER JOB DEMANDS**

Does Job Require	Yes	No

<b>Crawling</b>		X
<b>Jumping</b>		X
<b>Lying on Back</b>		X
<b>Lying on Stomach</b>		X
<b>Twisting</b>		X
<b>Sweeping/Mopping</b>		X
<b>General Cleaning</b>	X	
<b>Handling Trash</b>		X

**10. LIST TOOLS, EQUIPMENT AND MATERIALS USED**

Computer, adding machine, phones, copier, stapler, hand held court sealer, pre-inked stamps, letter openers, movers, scissors, etc.

**11. HAND USE**

<b>Type of Use</b>	<b>Yes</b>	<b>No</b>	<b>Frequency</b>
<b>Keystrokes</b>	X		Very
<b>Grasp</b>	X		Very
<b>Fine Motor i.e: writing, twisting hands or wrist, etc</b>	X		Very

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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.

**Exemption Status Test (Administrative Employee)**

*~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:*

1. Is the employee’s primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer’s customers?
2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

	<b>YES</b>	<b>NO</b>	<b>Don’t Know</b>
1. Is the employee’s primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer’s customers?	√√		
2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?	√√		
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?	√√		

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date