

Carroll County Circuit Court Clerk's Office

NOW HIRING

General Session Deputy Court Clerk, Civil Division

JOB RESPONSIBILITIES:

- Uphold all court files and records
- Answer the phone and transfer calls to the applicable colleague
- Instruct parties about court appearances
- Create court dockets
- Enter court dispositions through the courts data entry system
- Collect court fees and/or fines and record amounts collected
- Balance cash drawer and reconcile cash with receipts
- File legal documents
- Conduct background checks
- Assist the public with court paperwork and filings

Apply today for a rewarding clerical position with the courts!

Applications can be found on The Carroll County Tennessee website or the Circuit Court Clerk's Office.

Website: carrollcountyttn.gov

go to county government and click on county court00

Court House Address:

99 Court Square, Huntingdon TN 38344- Suite 103.

Closing Application Date: October 22, 2021