

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: DEPUTY CLERK & MASTER I**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform secretarial/administrative work associated with providing support within the Chancery Court. Duties and responsibilities include scheduling appointments, preparing and issuing orders of the court, assisting the public, attending Chancery Court, assisting Judge in the courtroom, maintaining records, processing documentation and information, and performing other duties as assigned. Reports to either Deputy Clerk II or Deputy Clerk III.

### 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.**

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.

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.

Performs reception functions; answers telephone calls and greets visitors; screens calls 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; 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; witnesses 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 and mail.

Attends Chancery Court in one of three Judge's courtrooms as well as one Chancellor; hands case files to the Judge as needed; takes detailed notes; lists all exhibits submitted.

Composes and types orders for clients without attorneys; obtains signatures from Judge or Chancellor; mails orders to appropriate parties.

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.

## **Rutherford County, Tennessee • Deputy Clerk & Master I**

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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.

### **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.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree; supplemented by one (1) year previous experience and/or training involving legal office work, 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	<u>100</u> % of time
Outside	<u>0</u> % of time

**9. OTHER JOB DEMANDS**

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

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

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Rutherford 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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date