



## **Circuit/Criminal Court Deputy Clerk**

Anderson County Government is seeking a full-time Circuit/Criminal Court Clerk. The position provides a full range of administrative support relating to the operation of Court activities, such as data entry, docket preparation, collecting fees, and customer service. This position requires a High School Diploma, plus 2-4 years experience in an office environment and moderate computer skills. Experience in a court related office, law enforcement agency, or an attorney's office is preferred.

Please send applications to Cathy Best, Director of Human Resources, Room 105 Anderson County Courthouse, 100 N. Main Street, Clinton, TN 37716 by 12:00 p.m., Wednesday, September 18, 2013. Anderson County Government is an Equal Opportunity Employer.