



Lawrence County  
**DEPUTY CLERK**

**Job Title:** Deputy Clerk Lawrence County Trustees Office.

**Location:** Trustees Office—200 West Gaines St. Ste. 101, Lawrenceburg, Tn 38464.

**Job Type:** Full-time. **Salary:** \$14-\$16hr.

**Job Summary:**

We are seeking a reliable and detail-oriented Office Clerk to support daily administrative operations. The ideal candidate will help maintain an organized office environment, handle routine clerical tasks, and assist team members as needed.

**Key Responsibilities:**

- Provide tax information to citizens, by phone or in person at the office.
- Collection and receipting of County taxes and solid waste payments and processing mail each day.
- Miscellaneous receipting for various departments.
- Responsible for maintaining and balancing a cash drawer each day.
- Understand and be able to figure current property tax amounts based on values and tax rate.
- Work thru return mail to identify updated mailing address for taxpayers.
- Communicate with citizens positively and professionally both verbal and written.
- Make certified changes to the tax roll per certification from County Assessor.
- Search and navigate software for property tax records and/or property data.
- Keep the Trustees Office current on the County website and up to date with paper notifications and social media sites.
- Account for and record all new office equipment and maintain an up-to-date office inventory
- Search deeds for new owners of property, splits and combined parcels of property.
- Establish new pre-payment accounts.
- Use credit card transaction system with LGC to receipt tax payments.

**Qualifications:**

- High school diploma or equivalent (associates degree preferred)
- Clerical or administrative experience is a plus.
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Strong organizational and time-management skills

**Work Environment:**

- Office setting with standard business hours. Mon-Fri 8:00-4:30

**How to Apply:**

Please submit resumes with references to the Lawrence County Trustees office, 200 West Gaines Street Ste 101, Lawrenceburg, TN 38464 or email to [kweathers@lawcotn.org](mailto:kweathers@lawcotn.org)

**Posted:** 4/9/2026 **Submission Deadline:** 4/16/2026