

CLERK & MASTER OFFICE DEPUTY CLERK

SUMMARY:

Assist Clerk and Master and office staff in daily tasks. Create and maintain accessible and retrievable computer database; input new information; organize records; preserve and record documents to create a permanent record as necessary.

SALARY:

Starting salary \$16.50/hour, plus a benefits package, paid sick/vacation days, and holidays

DUTIES AND RESPONSIBILITIES:

Assist Clerk and office staff with tasks as needed. Assist customers with requests. Answer phone, mail and email requests.

MINIMUM JOB REQUIREMENTS:

High school diploma or equivalent required. College degree preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Must be proficient in Microsoft Word, and Excel. Must have some basic accounting skills. Must be able to type. Must be knowledgeable in operating office equipment. Must be able to communicate effectively through writing and speaking. Must be able to deal with people beyond giving and receiving instructions; must have compassion, empathy and understanding for people and situations; must have critical thinking and problem-solving skills; must be able to perform duties under stress.

WORKING CONDITIONS AND PHYSICAL EFFORT:

Able to climb stairs to attic storage for document retrieval; requires standing and sitting for long periods; use of hands for fine manipulation; lifting of boxes and heavy books.

Please send your resume and application to:

Lawrence County Clerk & Master

240 West Gaines St., NBU #13

Lawrenceburg, TN 38464

Attn: Kristy Gang

or email:

kristy.gang@tncourts.gov

Applications available in the Clerk & Master Office.

Posted 06/15/2026; Remove 06/30/2026

Lawrence County Government is an equal opportunity employer.