



GREAT BENEFITS!

- Health Plan
- Pension Plan
- Health, Education, & Wellness Center
- Dental Plan
- Vision Plan
- Deferred Comp
- Spending Accounts
- Life Insurance
- Longevity Payments
- Tuition Reimbursement
- Employee Assistance Program
- Paid Leave
- Paid Holidays
- Sick Leave Bank
- Paid 30 min Break
- Vacation Sell
- Flex Schedules
- Training Opportunities

CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106.  
Web:www.knoxvilletn.gov

1057 **Municipal Court Clerk** 9/16/25  
(Entry-Level and Promotional)  
Drug testing may be required

ENTRY-LEVEL SALARY: \$ 51,001 annually  
PAY GRADE RANGE: \$ 51,001 - \$ 81,602 annually (Pay Grade 312)  
Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete. If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by 4:30 p.m. on: **Monday, September 29, 2025.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email [mbfoster@knoxvilletn.gov](mailto:mbfoster@knoxvilletn.gov) before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from a standard high school or equivalent
- A minimum of three (3) years performing progressively responsible duties related to supervising or managing others.
- Active Notary in the state of Tennessee; must possess at time of hire or obtain within first year of employment.

PREFERRED QUALIFICATIONS

Coursework from a CHEA-accredited college or university in business management, human resources management, or a related field.  
Fluent in Spanish.

EXAMINATION:

Training and Experience Questionnaire

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

**GENERAL DESCRIPTION**

Under the direction of the City Court Judge and Municipal Court Administrator, supervises and manages the daily operations of the Deputy Court Clerks and Data Entry Operators; provides support to daily court operations; prepares and processes necessary materials and documents and provides information regarding court programs, policies, and procedures.

**ESSENTIAL FUNCTIONS**

Supervises and manages Deputy Court Clerks and Data Entry Operators in the performance of their essential functions. This includes, but is not limited to, hiring recommendations, training, work assignments, scheduling, monitoring progress, completing performance appraisals, and disciplining as necessary.

Works directly with the Municipal Court Administrator to implement policies, procedures, and training in accordance with State laws and City ordinances. Proposes policy and procedural changes to the Municipal Court Administrator as necessary to improve operations and efficiency.

Verifies and maintains proper custodial care of citations, resets, dispositions, appeals, cash bonds, warrants, and other official Court and State documents.

Researches and furnishes requested data to individuals in accordance to State and local law within a reasonable period of time.

Answers questions regarding the Court via in-person, email, written correspondence, telephone or 311 call logs. Reviews and sets up the appeal process with defendants.

Reconciles defendants' records as needed to ensure proper office operation and compliance with relevant laws and ordinances. Notifies Municipal Court Administrator of any discrepancies to ensure all court policies and procedures are applied as specified.

Supervises the implementation of court programs involving traffic school, red light cameras, formal payment plans, restricted drivers' licenses, and parking.

Prepares financial arrangements between Court and Defendants, oversees signing and approval of agreements, and modifies or amends financial agreements as needed.

Researches and prepares expungement requests made by eligible defendants.

Registers and schedules defendants for judicial diversions, and monitors completions of the diversions as needed.

Interacts with external vendors or agencies such as MTAS, in-state agencies, out-of-state agencies, other courts, KPD TBI, UTPD, and PBA as needed.

**MARGINAL FUNCTIONS**

Perform related work as required.

**KNOWLEDGES, SKILLS AND ABILITIES**

Knowledge of the principles and practices of effective management and leadership.

Knowledge of the principles and practices of effective public relations and customer service.

Knowledge of modern office practices and procedures.

Knowledge of proper telephone techniques; ability to speak distinctly over the phone.

Skill in handling complaints and dealing with problems.

Ability to read and interpret legal documents used in the work.

Ability to keep complex records and prepare periodic reports from such records.

**KNOWLEDGES, SKILLS AND ABILITIES (continued)**

Ability to make decisions in accordance with office policies and regulations and apply them to work problems in a supervisory capacity.

Ability to establish and maintain effective working relations with the general public and coworkers.

Ability to use independent judgment and discretion to analyze and resolve work problems.

Ability to spell, punctuate and use grammar and business English correctly.

Ability to communicate clearly, concisely, and convincingly--both orally and in writing.

**PHYSICAL REQUIREMENTS**

This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Human Resources office for review upon request.

**MENTAL REQUIREMENTS**

This position uses logic and/or scientific thinking to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects. A description of the specific mental requirements associated with this position is maintained on file in the Human Resources office for review upon request.

**MINIMUM REQUIREMENTS**

High School Diploma or GED equivalent.

A minimum of three (3) years performing progressively responsible duties related to supervising or managing others.

Active Notary in the state of Tennessee; must possess at time of hire or obtain within first year of employment.

**PREFERRED QUALIFICATIONS**

Coursework from a CHEA-accredited college or university in business management, human resources management, or a related field.

Fluent in Spanish.

**HYBRID WORK ELIGIBILITY**

This position is **ineligible** for hybrid work.