

JOB NOTICE

Cheatham County Adult Probation (Ashland City) is currently seeking a part-time Deputy Clerk, preferably bi-lingual. Qualifications include: Must have a high school diploma, be highly organized and able to multitask, have a strong sense of attention to detail, possess computer literacy in Excel, Word, and internet, and have a professional demeanor. Must have the ability to perform administrative duties, including, but not limited to, preparing intake packets for offenders who are placed on probation in General Sessions Court, preparing probation files, collecting money orders from the probation officers and preparing deposits in a timely fashion, track and file all payment receipts, answer phones, and file warrants and discharges with the Court. Hours are Tuesday, Wednesday, and Friday, 8:00 A.M. to 4:00 P.M and Thursday 8:00 A.M. to 2:00 P.M . Starting salary is \$37,340.70. Please call Vicki Choisser at 615-792-2045 or email vicki.choisser@cheathamcountyttn.gov for additional details.