
Raymond Ashford

Chief Deputy Clerk

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Summary

Chief deputy clerk with 13 years in circuit and general sessions court clerk offices, the last 5 running daily operations for an office of 48 deputy clerks. Handles budget management for a \$3.6M operation, case management systems and records retention for 85,000 filings a year. Led the move to e-filing and keeps the office ready for state audits.

Experience

Chief Deputy Clerk

Knox Valley Circuit Court Clerk's Office — Knoxville, TN — 01/2021 - Present

Clerk's office for circuit, sessions and juvenile courts.

- Direct **48** deputy clerks across 4 divisions through 5 supervisors, including hiring and discipline.
- Manage a \$3.6M operating budget and \$11M in yearly fee revenue, with clean state audits 2021-2025.
- Led e-filing implementation for civil cases, moving 70% of filings online within 18 months.
- Write office policies on records retention and public access, and brief judges at monthly bench meetings.

Civil Division Supervisor

Knox Valley Circuit Court Clerk's Office — Knoxville, TN — 03/2016 - 12/2020

Civil filings, judgments and garnishments.

- Supervised 14 clerks processing 30,000 civil filings a year.
- Cut average judgment entry time from 5 days to 1 by redesigning the review queue.
- Trained staff for a new case management system rollout covering 400,000 records.

Deputy Clerk

Blount Ridge General Sessions Court — Maryville, TN — 06/2013 - 02/2016

General sessions court clerk's office.

- Processed criminal warrants, bonds and citations for a court seeing 200 cases a day.
- Collected and balanced daily fines and costs averaging \$8,000.
- Answered counter and phone questions on court dates and payment options.

Education

Bachelor of Arts

University of Tennessee, Knoxville

Political Science

Knoxville, TN

05/2013

Skills

Court Operations	—	Budget Management	—	Case Management Systems	—	E-Filing Implementation
Records Retention	—	State Audits	—	Hiring and Discipline	—	Public Access
Leadership						

Certificates

Certified Court Executive (CCE)

National Center for State Courts, Institute for Court Management

06/2022