



JOB OPPORTUNITY

CLERK OF THE APPELLATE COURTS

Position Details

Clerk of the Appellate Courts

The Clerk oversees operations across the state's three constitutionally mandated Grand Divisions located in Nashville, Knoxville, and Jackson.

Salary

Compensation is commensurate with experience and reflects the executive nature of this position within the Tennessee judicial branch.

Benefits

The Tennessee Supreme Court offers a comprehensive state benefits package.

The Tennessee Supreme Court is seeking a visionary executive leader to serve as the Clerk of the Appellate Courts, a pivotal role at the intersection of judicial administration, organizational leadership, and technological transformation. This is a rare, career-defining opportunity to lead the modernization of Tennessee's appellate court operations with a high performing, deeply engaged team of more than 30 professionals across three Grand Divisions: Nashville, Knoxville, and Jackson.

The successful candidate will work directly with the Justices of the Supreme Court, including Chief Justice Jeff Bivins, to advance the court's strategic vision for a more accessible, efficient, and innovative judiciary.

KEY RESPONSIBILITIES

- **Executive Leadership & Organizational Development**
Including strategic vision, team building, internal and external stakeholder engagement, and change leadership.
- **Technology Strategy & Digital Transformation**
Including modernization oversight, systems integration, compliance management, training, and expanding public access.
- **Records Management & Business Operations**
Including caseload management, opinion filing, revenue administration, fiduciary responsibilities, and budget oversight.
- **Building Administration & Public Service**
Including courtroom administration, Bar admission ceremonies, educational outreach, professionalism, and exemplary service to the public.

The Tennessee Supreme Court is an Equal Opportunity Employer.

Join us in building a more accessible, efficient, and innovative judiciary for all Tennesseans.



IDEAL CANDIDATE PROFILE

The Tennessee Supreme Court is seeking a sophisticated, experienced leader who combines executive presence with hands-on operational credibility. The ideal candidate will demonstrate:

- Proven leadership ability to set strategic direction, model and promote accountability, and build confidence in staff to effectively understand and contribute to the court’s mission.
- Demonstrated success in standardizing processes across diverse offices containing staff with various levels of experience.
- Exceptional skill in training staff, providing constructive feedback and performance guidance, and encouraging a culture of continuous learning and development.
- Ability to represent the court with integrity in all interactions, maintaining an absolute duty of impartiality.
- Commitment to professionalism, attention to detail and accuracy.

REQUIRED QUALIFICATIONS

- Juris Doctor (JD) degree from an accredited law school.
- Demonstrated track record of senior leadership in complex organizations, preferably within the judiciary, legal administration, or public sector.
- Proven experience leading large-scale technology implementations or organizational change initiatives.
- Strong fiscal management skills, including budget oversight and fiduciary responsibility.
- Exceptional interpersonal and communication skills, with the ability to build trust, inspire teams, and navigate complex stakeholder environments.

For more information, view the [job description](#).

HOW TO APPLY

Interested candidates should submit a cover letter, current resume or CV, and three professional references to Alecia Burke and John Bello. Applications will be reviewed on a rolling basis, with priority consideration given to submissions received by early March 2026.

John Bello
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Alecia Burke
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TENNESSEE SUPREME COURT

The Tennessee Supreme Court is the state's court of last resort. The five Supreme Court justices may accept appeals of civil and criminal cases from lower state courts. They also interpret the laws and constitutions of Tennessee and the United States. The Supreme Court may assume jurisdiction over undecided cases in the Court of Appeals or Court of Criminal Appeals when there is special need for an expedited decision.

Attorneys may request to present oral arguments before the Supreme Court. Unlike trials in lower courts, there are no witnesses, juries, or testimonies in the Supreme Court. After Supreme Court justices have heard oral arguments and reviewed the attorneys' written materials, or briefs, they issue written decisions, known as opinions. Tennessee Supreme Court opinions on federal constitutional issues can be appealed only to the United States Supreme Court, which may or may not agree to consider the appeals.

The Supreme Court normally meets in Jackson, Knoxville, and Nashville, as required by the state constitution. However, the court may also meet in alternate locations as necessary. A few times a year, the Supreme Court takes their oral arguments on the road as part of the SCALES program (Supreme Court Advancing Legal Education for Students). The SCALES program gives Tennessee high school students the unique opportunity to hear Supreme Court oral arguments and learn more about the judicial process.

Tennessee Supreme Court:
Nashville
401 Seventh Avenue North
Nashville, TN 37219

Tennessee Supreme Court:
Knoxville
505 Main Street
Knoxville, TN 37902

Tennessee Supreme Court:
Jackson
6 Hwy 45 Bypass
Jackson, TN 38301





APPELLATE COURT CLERK'S OFFICE

The Appellate Court Clerk's office works for the Tennessee Supreme Court, Tennessee Court of Appeals and Tennessee Court of Criminal Appeals. Relative to these Courts, the primary responsibilities of the Office of the Appellate Court Clerk include:

- Filing and processing all briefs, motions and other documents for cases on appeal
- Scheduling all oral arguments
- Filing all orders and opinions issued
- Notifying all parties to appeals of all filings

The dedicated staff with 30 employees are located at the Supreme Court buildings in Nashville, Knoxville, and Jackson, Tennessee.

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