

Biography

Honorable Tara S. Green, Clerk of the Circuit Court of Clay County, Florida

Clay County Clerk of the Circuit Court, Tara Green, is a constitutional officer elected in 2012 and re-elected in 2016. Her commitment to providing efficient court services to citizens and legal professionals alike resulted in Green being named the 2015 Florida Clerk of the Year, the top honor among sixty-seven Florida counties. Green and her executive staff oversee a team of seventy-four clerks with a common goal – helping citizens successfully interact with our court system and the accurate recording of more than eighteen million official records. Outside of Clay County, she serves on several strategic statewide committees. Green's key roles include Vice President of the Executive Committee for the Florida Court Clerks and Comptrollers, where she is also poised for selection as association president in 2020. Green is also the Secretary/Treasurer of the Florida Courts E-Filing Authority Board, an organization governing the Florida Courts E-Filing Portal which operates under rules set by the Florida Supreme Court.

A proud graduate of the University of Florida, Clerk Green earned a Bachelor's Degree in Business Administration. Prior to becoming Clerk, she held several corporate leadership positions including one as Vice President for a major national corporation. Putting her corporate and governmental experience to work for our community, she serves on boards for the YMCA and PACE Center for Girls and is a member of the Florida Federation of Republican Women, Rotary, Village Improvement Association and Clay County Chamber of Commerce. Green and her staff raise funds for and awareness about domestic violence, local hunger, and children in need. All this, while raising three children of her own.

Green's main operation is headquartered in the Clay County Courthouse in Green Cove Springs, but branch offices located in Orange Park, Middleburg and Keystone Heights are also manned for citizens' convenience. Under her guidance, Clerks maintain evidence, support judges in court proceedings, partner with law enforcement and assist domestic violence victims. They process juvenile citations, restraining orders, traffic citation payments, marriage and divorce filings, tax deed sales, foreclosure sales, and small claims case filings. Clerks coordinate jury duty, Veteran/Drug/Teen Court, retention and destruction schedules, and manage the Clay County Historical Archives. Green's team also collects and distributes all state and county-related fines, fees, court costs, registries and service charges totaling more than \$50 million in Clay County annually. They record final judgements, mortgages and deeds, provide passport services and submit information to Vital Statistics. On average, 40,000 cases, 370,000 docket entries and 13,000 summoned jurors are processed annually. Clerks guard freedom of information through appropriate access to public records and court records, using state-of-the-art technology and top-notch customer service throughout the process.

Clerk of the Circuit Court Tara Green works to insure that Clay County's justice system is recognized as one of the best in the state through the many services provided by her outstanding Clerk's Office team.