

Tara S. Green

Court Clerk & Comptroller, Clay County, Florida

BIO

Clay County Clerk of Court & Comptroller Tara S. Green is a constitutional officer elected in 2012, re-elected in 2016, and seeking a third term in 2020. The first female Clerk of Court in Clay County history, her commitment to providing much-needed services to citizens and legal professionals alike is well known. Green's selection as the **2015 Florida Clerk of the Year** and selection as the **2020/2021 President of the Florida Court Clerk & Comptroller Association** is proof positive.

Green and her executive team oversee more than eighty clerks whose common goals include helping citizens successfully interact with their court system, recording millions of official records accurately and oversight of Comptroller duties as of October 2020. Green's office is headquartered in the Clay County Courthouse in Green Cove Springs, while clerks also operate branch offices in Orange Park, Middleburg and Keystone Heights for citizens' convenience.

A proud graduate of the University of Florida, Clerk Green holds a Bachelor's Degree in Business Administration. Prior to becoming Clerk of Court, she held several corporate leadership positions including one as Vice President for a Fortune 500 corporation. Putting her corporate and governmental experience to work for our community, Green serves on the board for PACE Center for Girls and is a member of the Florida Federation of Republican Women and Rotary. She strongly believes in the importance of community outreach, raising awareness about our legal system, domestic violence, at-risk youth services, hunger prevention, and history education through meaningful annual events and tours.

To easily remember the Court Clerk & Comptroller duties, use the acronym C.A.R.T. – Clerk, Auditor, Recorder, Treasurer. Under Tara Green's guidance, clerks support judges in court proceedings, maintain evidence, assist law enforcement and crime victims. They process juvenile citations, restraining orders, traffic citation payments, marriage and divorce filings, tax deed sales, foreclosure sales, and small claims filings. As auditor and custodian of county funds, Green's team is subject to state Auditor General rules and regulations. Her clerks coordinate jury duty, Veteran/Drug/Teen Court, record retention, record destruction, and, manage the Clay County Historical Archives. They record final judgements, mortgages and deeds, provide passport services and submit information to Vital Statistics. Green's team, as custodian of all county funds, collects and distributes state and county fines, fees, court costs, registries and service charges. Everything in our judicial system begins and ends with Clerk's Office services in some way.

Court Clerk & Comptroller Green insures Clay County's justice system is recognized as one of the state's best through the many services provided by outstanding clerks, through her state level leadership and thanks to valuable partnerships with many legal system colleagues. She envisions her office as the most trustworthy, efficient and helpful Clerk's Office in Florida.