

Kevin Patrick Key

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Email Address: Kevin@Kevinkey.com ▪ Website: www.KevinKey.com

Education:

B.A. Psychology – University of Memphis 1987

Certified Public Administrator – University of Tennessee 2012

Work Experience:

2010 to 2014

Elected Shelby County, Tennessee Criminal Court Clerk

Demographics: Memphis, Tn. Area with a population of approximately 1 million persons

- \$5 million annual budget
- Hiring and retention of 90 Employees
- Facilities including Administrative offices, 10 Courtrooms, record storage
- Keeper of all records dating back to the 1840's
- Collections of all fines and court costs
- Approximately 25,000 indictments annually
- Issuing arrest warrants
- Issuing all higher court appeals
- Issuing all bonds
- Keeper of Property and Evidence of all defendants

2002 to 2010 (part time)

Metro Officials Association Administrator

Manager: Chief Administrator Pat Sanford

- Negotiating contracts
- Resolving disputes
- Scheduling over 3,000 basketball, baseball, and softball games annually
- Overseeing 130 referees and umpires

1996 to 2010

Shelby County Circuit Court Clerk's Office Administrator

Manager: The Honorable Circuit Court Clerk Jimmy Moore, Elected Official

- All technology and computer programs & equipment
- 9 Courtroom's activities and personnel
- Minute Room duties and personnel
- Appeals to higher courts and personnel
- Representing the Clerk in meetings and public forums

1980 to 1996

Memphis and Shelby County Juvenile Court Director

Manager: The Honorable Kenneth A. Turner, Judge

- Authored and Directed the home confinement & foster care programs with over 300 children daily and 7 personnel and several volunteers
- Facility director
- Interview youth for release from corrections centers
- Counseling youth and parents
- Authored and directed the 1st drug treatment program
- Court Liaison for all schools, youth boot camp and other youth programs
- Represented the Judge in meetings and public forums

Affiliations:

Served on several International, State, and Local Committees, including:

Shelby County I.T. Steering Committee

Shelby County I.T. Consolidation Transition Sub-committee, Chairman

Shelby County I.T. Integrated Criminal Justice Sub-committee

Shelby County Unified Personnel Policy Committee

Shelby County Court Security Committee

[Tennessee State Court Clerk's Association](#)

[Tennessee Administrative Office \(AOC\) of the Courts W. Tn. E-Filing Committee](#)

[County Officials Association of Tennessee \(COATS\)](#)

[International Association of Clerks, Recorders, Election Officials and Treasurers \(IACREOT\), Tn. Delegate Chairman](#)

Skills:

- Public Speaking
 - Negotiating contracts
 - Chairmanship of several government committees
 - Interacting with County Commission sessions, and General Assembly Representatives
 - Court technology specialist
 - Teacher/Instructor
 - Counseling youth and adults
 - Coaching youth athletics
 - Computer expertise (including but not limited to)
 - ✓ Oracle and SQL programming
 - ✓ Crystal Reports
 - ✓ Imaging systems for document storage
 - ✓ bMicrosoft OS and Office applications
 - ✓ Open-Book and JAWS applications for the visually impaired
 - ✓ Dreamweaver & Fireworks web software
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Accomplishments: (included but not limited to)

- Authored a home confinement program which lead to GPS tracking
- Won 1992 National Association of Counties Achievement Award – 1992
- Created the 1st drug treatment program for Juvenile Court
- Brought E-filing to 1st Courts in Tennessee
- Named Chairman to several County Committees
- Partnered with other government offices for improved efficiency an cost savings

References Available Upon Request