



Melissa R. Henry

CLERK OF COURT
22nd Judicial District Court
Parish of St. Tammany

Position Title: Indexing Clerk
Department: Recording
Job Location: Justice Center, Covington Location
Status: Full-time, Hourly, 35/hours/week

Position Summary: Accepts appropriate information from COB, MOB and miscellaneous documents and indexes information into the Clerk of Court land record indices for public use. Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.

ESSENTIAL FUNCTIONS

- Indexes real estate documents into the mortgage, conveyance, miscellaneous and map indexes.
- Documents are indexed by document type, name, property description, and date
- Proof other indexers to assure accuracy
- Prints all indexes for Mortgagor, Vendor, Vendee, Misc., and Maps
- Prints daily, weekly, monthly, yearly, reports
- Provides printouts for the public of specific indexes on a specific name
- Corrects inconsistencies in previous indexes when errors are discovered
- Ensures correct scanning of all documents
- Proofs originals before sending to Clerk of Court Land Records Department
- Mentors new co-workers
- Customer service via the telephone and at a customer counter

QUALIFICATIONS, EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Knowledge of legal and real estate terms and documents
- Exceptional internal and external customer service
- Ability to read and comprehend correspondence and training materials
- Ability to retain training methods and guidelines
- Dependability, available for work as scheduled
- Skill to work independently as well as on a team
- Experience in the collection of fees and counting and balancing money
- High school diploma or general education (GED)
- Skill to operate telephone, photocopier, fax machine, and PC workstation
- Typing/indexing skill of 45 words per minute with no errors
- Proficiency in word processing programs
- Strong written, verbal, analytical and interpersonal skills
- Ability to remain focused on work assignments

The above-mentioned job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.