



Melissa R. Henry

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

JOB TITLE: Civil Finance Clerk
DEPARTMENT: Civil Department
JOB LOCATION: Justice Center, Covington Campus and/or Towers Building, Slidell, LA
STATUS: Full-time, Non-exempt, Hourly
SUMMARY: Responsible for accurate accounting and auditing with regard to Civil Jury, Registry of Court, Civil Advanced Deposit and Non-Support Accounts; Interest; Collection of Civil NSF checks; Monthly Reports

ESSENTIAL FUNCTIONS:

- Open mail each day at approximately 10:00 and collect for civil department
- Prepare and deliver daily deposits (Civil Jury, AAJ#7, Non-Support) to Finance
- Process returned mail to make additions/edit to payee file/attorney file
- Ensures the correct and accurate accounting classification of all expenditures
- Print monthly civil check register and cash balance report and check for accuracy
- Calculate amounts owed in civil jury trials and determines party responsible
- Calculates fees owed to jury venire for civil jury term and process checks
- Analyze and authorize payment of all jury expenses
- Maintain and Reconcile civil jury advance account
- Collection of all Civil NSF checks
- Collects daily non-support receipts and prepares bank deposits
- Prepares monthly billing statement to the State for Non-Support
- Reconciles payments from the State for Non-Support and enters payments
- Print monthly non-support check register and cash balance report and review
- Prepares deposits/withdrawals for Registry of Court and enters in computer
- Processes month-end interest check and other monthly reports in Registry of Court
- Enter Interest earned for Registry of Court; Non-Support; AAJ#7; CD's in GRIDS
- Process checks daily to all out of parish Sheriffs for service
- Process all manual checks (witness fees, garnishee fees, refunds, etc...)
- Examine for correctness and enter charges for service by sheriffs in GRIDS
- If time permits, enter Sheriff Returns "Not Made"

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A background in Accounting

- Ability to operate telephone and PC workstation
- Ability to read and comprehend legal pleadings
- Typing skills of 45 words per minute with no errors
- Proficiency in word processing programs
- Strong mathematical, analytical and interpersonal skills
- Ability to use 10-key adding machine

EDUCATION and/or EXPERIENCE:

- High school diploma or general education (GED)

The above noted 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.