



Melissa R. Henry

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

Position Title: Civil Intake / Encoding Clerk
Department: Civil Department
Job Location: Justice Center, Covington Campus and/or Towers Building, Slidell Campus
Status: Full-Time, Non-Exempt, Hourly

POSITION SUMMARY

As a member of the St. Tammany Parish Clerk of Court's Civil Department, the Civil Intake / Encoding Clerk is responsible for assisting customers in person and/or by telephone to provide the amount of fees necessary to file civil pleadings and enters the codes associated with the filing into the accounting software program.

ESSENTIAL FUNCTIONS

- Collections and accounting
- Data entry and encoding
- General ledger experience
- Cashier experience
- Balancing and reconciliation experience
- Customer Service experience

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications 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 qualifications.

- Ability to wait on customers in a professional manner
- Ability to operate telephone and PC workstation
- Ability to read and comprehend legal pleadings
- Typing skills of 45 words per minute
- Proficiency in word processing programs
- Strong mathematical, analytical and interpersonal skills
- General Accounting background

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- 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 the business demands change so, too, may the essential functions of this position.