



Melissa R. Henry

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

Position Title: Domestic Violence Protective Order Minute 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 Domestic Violence Protective Order Minute Clerk is responsible for assisting victims of domestic violence in filing for protective orders, process and issue protective orders and take minutes of court proceedings.

ESSENTIAL FUNCTIONS

- Assists victims of domestic violence in filing for a protective order
- Customer Service experience
- Processing and issuing paperwork
- Research records
- Attend Court and take minutes of court proceedings

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 work with the judiciary and public in a professional and courteous manner
- Typing skills of 45 words per minute, including numbers
- Ability to understand legal documents and legal terminology
- Individual must possess strong written, verbal, analytical and organizational skills
- Ability to organize and prioritize
- Must be able to operate telephone, photocopier, fax machine and PC workstation
- Proficiency in word processing programs
- Ability to work independently, as well as on a team
- Must arrive early or stay late when necessary for court

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.