



Melissa R. Henry

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

Position Title: Felony Docket Clerk
Department: Criminal 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 Criminal Department, the Felony Docket Clerk is responsible for supporting the felony minute clerk by entering data, pulling dockets, issuing notices, indexing bills, assisting with typing minutes, and assisting customers in person and/or by telephone.

ESSENTIAL FUNCTIONS

- Enter data into computer program pertaining to felony cases for their division
- Creates files, pulls files, maintains files, prepares court dockets
- Provides copies to customers and other governmental agencies
- Processes all incoming mail and pleadings for division
- Answers inquiries from the public pertaining to cases via telephone
- Prepares and issues notices to defendants and attorneys
- Indexes and processes motions, subpoenas and other legal documents
- Learns to type basic minutes to assist felony minute clerk

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 multi-task and establish priorities
- Ability to operate telephone, photocopier, fax machines, and PC workstation
- Ability to promote a cooperative teamwork environment
- Ability to willingly assist walk-in customers at the customer counter
- Ability to read and comprehend correspondence and training materials
- Ability to file numerically without errors
- Proficient in Microsoft Word processing programs
- Strong written, verbal, analytical and interpersonal skills
- Strong organizational skills
- Available for work as scheduled
- Ability to work independently as well as on a team

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- High school diploma or general education (GED)
- Typing/indexing skill of 45 words per minute with no errors
- Two years of clerical experience, including some file maintenance experience

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.