



Melissa R. Henry

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

Position Title: Scanner and File 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 Scanner and File Clerk is responsible for scanning all felony documents into computer system and filing criminal documents.

ESSENTIAL FUNCTIONS

- Scan all felony documents in the Visual Scanning program and stamp all scanned documents with scanned stamp and date
- Index all documents in the Visual Indexing program, which consist of indexing the record number, description of the document and filed date, then transfer to main server
- Transfer all records in the Tab Fusion RMS program to the Criminal File Room. Look up records in Tab Fusion RMS labels, and extra volumes
- File criminal documents into the respective case file in the main criminal file room.,
- Assist minute clerks with preparing records for court
- Responsible for placing Tab Fusion labels on records

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.

- Learn all document types which identify different pleadings
- Accuracy at typing numbers important; ability to file numerically without errors
- Must be able to work in Microsoft Windows
- Must be comfortable with a work environment that is repetitious. Ability to sit or stand for long periods and concentrate on work.
- Filing accountabilities are physical. Must be physically fit, able to move about quickly, bend, lift, reach and retrieve approx. 20 lbs. from cabinets and shelving and ability to climb and stand on ladder in record file room
- Regular and punctual attendance; available for work as scheduled
- Proficiency in word processing programs
- Strong written, verbal, analytical, interpersonal and organizational skills

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.