



Melissa R. Henry

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

Position Title: Director of Criminal Department
Department: Criminal
Job Location: Justice Center, Covington Campus and/or Towers Building, Slidell Campus
Status: Full-time, Exempt, Salaried Position

POSITION SUMMARY

As a member of the St. Tammany Parish Clerk of Court's Criminal Department, the Director of the Criminal Department is a managerial position that assists the Clerk of Court with decisions concerning the management of a department handling criminal matters of the 22nd Judicial District Court. Supervises staff, work processes and ensures that all state and federal laws and regulations are followed in accordance with the law.

ESSENTIAL FUNCTIONS

- Must have a basic understanding of every job task in the Criminal Department, which includes Felony, Misdemeanor, Traffic, Juvenile, Non-Support, Expungements, 72 Hour Hearings, Appeals, Criminal Customer Service and Switchboard
- Send criminal, traffic, civil, juvenile and non-support stats to Supreme Court monthly
- Keep track of changes in the data requirements of the Supreme Court
- Make sure that all evidence protocol is being followed for proper chain of custody
- Make sure that all office policies and procedures are being followed, and if not, counsel or coach the employee
- Responsible for tracking employee attendance and payroll
- Document in personnel file all consultations, attendance information and achievements
- Examine processes to make sure they are being carried out in accordance with law
- Mentor employees in department; must set example by following office policies
- Must be aware of work load on all teams, and delegate work amongst employees in department to ensure that all tasks are completed in a timely manner
- Be aware of employee conflicts and issues; resolve problems before they escalate
- Accountable for orienting new employees and writing employee reviews
- Must act as liaison between employees, judges and other court staff

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Good listening skills; must be able to handle problems/conflict when it arises
- Good trouble shooting and problem- solving skills
- Ability to research the laws that pertain to their department
- Good communication skills when dealing with the Clerk of Court, other managers, employees, customers, judges, D.A.'s, law enforcement, attorneys and all other court staff
- Ability to understand and deliver Clerk's decisions to staff in a positive manner
- Must be effective in oral and written communication
- Proficiency in word processing programs
- Ability to read and comprehend correspondence and training materials
- Good interpersonal and telephone skills
- Strong organizational skills
- Ability to operate telephone, photocopier, fax machines and p.c. workstation
- Louisiana Notarial Commission and or Certified Paralegal
- High School diploma
- Two years of experience in a law office or company with a concentration in criminal legal matters
- Typing skill of 45 words + per minute with no errors

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.