



Melissa R. Henry

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

Position Title: Indexing Clerk
Department: Recording
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 Recording Department, the Indexing Clerk is responsible for accepting appropriate information from COB, MOB and miscellaneous documents and indexes information into the Clerk of Court land record indices for public use. Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.

ESSENTIAL FUNCTIONS

- Indexes real estate documents into the mortgage, conveyance, miscellaneous and map indexes
- Documents are indexed by document type, name, property description, and date
- Reviewing your work properly before submitting to the Checkers to assure accuracy
- Ensures the correct scanning of all documents and all images
- Reading the documents thoroughly to understand the proper indexing
- Redacting personal information (SSN, bank account numbers, etc.) on mortgage and conveyance documents
- Assist customers run the daily work when requested
- Assist telephone calls when customers have indexing questions
- Willingness to cross-train in various departmental jobs
- Willingness to work on election dates whether it is a Tuesday or Saturday (4 per year).

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Knowledge of legal and real estate terms and documents
- Ability to read and comprehend correspondence and training materials
- Ability to retain training methods and guidelines
- Dependability, available for work as scheduled
- Skill to work independently as well as on a team
- High school diploma or general education (GED)
- Skill to operate telephone, photocopier, fax machine, and PC workstation
- Typing/indexing skill of 45 words per minute with no errors
- Proficiency in word processing programs
- Strong written, verbal, analytical and interpersonal skills
- Ability to remain focused on work assignments
- Be able to accept constructive feedback on work with corrections.

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.