



Melissa R. Henry

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

Position Title: Cancellations Deputy Clerk
Department: Recording
Job Location: Justice Center, Covington and/or Towers Building, Slidell
Status: Full-time, Non-Exempt, Hourly
Must be resident of St. Tammany Parish

Position Summary:

As a member of the St. Tammany Parish Clerk of Court's Recording Department, the Cancellations Clerk is responsible for cancelling mortgage encumbrances (mortgages, liens and judgments) in the public records. 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:

- Assist opening the mail in the morning
- Assist walk-in customers with canceling mortgages, liens, and judgments
- Answer telephone calls to assist with canceling documents and/or research on canceling a document
- Accuracy in properly guiding a customer with different options to cancel a document
- Read documents thoroughly to understand the proper processing of the request
- Review work properly before canceling to assure accuracy
- Review and cancel from the daily Instrument Search Result sheets
- Ability to multi-task
- Strong ability to stay organized and orderly
- Willingness to cross-train in various Recording Department jobs
- Willingness to work on election dates whether it is a Tuesday or Saturday (4 per year)

EDUCATION AND EXPERIENCE:

- Notarial or real estate closing experience in a title company or mortgage banking in real estate loans preferred
- Ability to read and comprehend correspondence and training materials
- 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.

PHYSICAL REQUIREMENTS

- Work in an office environment in close proximity and constant interaction with other employees
- Prolonged periods sitting at a desk and working on a computer
- Ability to speak clearly and be understood on phone
- Ability to navigate the Clerk of Court offices and St. Tammany Parish Justice Center

AVAILABILITY

- Must have regular, reliable attendance during normal office hours of the Clerk of Court, 8:30 a.m. through 4:30 p.m., Mondays through Fridays
- Must be available to work periodic nights, weekends, and holidays, including elections
- Must be available by phone during normal business hours of the Clerk of Court, 8:30 a.m. through 4:30 p.m., Mondays through Fridays

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 business demands change so, too, may the essential functions of this position.