



Melissa R. Henry

**CLERK OF COURT**  
**22<sup>nd</sup> Judicial District Court**  
**Parish of St. Tammany**

**Position Title:** Civil Docket Clerk  
**Department:** Civil Department  
**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 Civil Department, the Civil Docket Clerk is responsible maintaining records for court, including court proceedings. 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:**

- Enters data pertaining to court filings into computer program
- Creates files, pulls files, maintains files, prepares court dockets
- Provides copies to customers and other governmental agencies
- Sets rules on court dockets and issues notices for division
- Answers public and attorney telephone inquiries pertaining to cases
- Prepares and sends notices to defendants and attorneys
- Reviews and processes incoming motions, subpoenas and other legal documents for judge's review

**EDUCATION AND EXPERIENCE:**

- High school diploma or general education (GED)
- Two years of clerical experience, including file maintenance experience
- Ability to work with the public in a professional and courteous manner
- Ability to multi-task and establish priorities
- Ability to operate telephone, photocopier, fax machines, and PC workstation
- Proficiency in word processing programs
- Strong written, verbal, analytical and organizational skills; ability to prioritize
- Ability to read and comprehend legal pleadings, correspondence and training materials
- Ability to file numerically without errors
- Typing skill of 45 words per minute with no errors
- Strong interpersonal skills
- Ability to promote a cooperative teamwork environment and work independently, as well as on a team

**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.*