



Melissa R. Henry

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

Position Title: Filing Fees Deputy Clerk
Department: Recording
Job Location: Justice Center, Covington Campus and/or Towers Building, Slidell Campus
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 Filing Fees Clerk is responsible for accepting recordings for land, criminal, civil and UCC documents. 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

- Answers inquiries from the public in person and via telephone
- Enters data pertaining to recorded documents into the computer program
- Scans documents into the computer system
- Collects established fees for legal documents presented
- Provides copies to customers and other governmental agencies
- Processes all incoming mail
- Daily balances of all information entered into computer with the money collected
- Keeps up with customer accounts and bills for negative balances
- Willingness to cross-train in various departmental jobs

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Ability to provide excellent customer service to the public via the telephone and in person
- Ability to multi-task and establish priorities
- Ability to operate telephone, photocopier, fax machines, and PC workstation
- Ability to promote a cooperative teamwork environment
- Ability to willingly assist walk-in customers at the customer counter
- Ability to read, comprehend and retain correspondence and training materials
- Knowledge of Real Estate documents would be helpful
- Skill to work independently as well as on a team
- Ability to file numerically without errors
- Typing/indexing skill of 60 words per minute with no errors
- Proficiency in word processing programs
- Ability to remain focused on work assignments
- Be able to accept constructive feedback on work with corrections
- High school diploma or general education (GED)
- Two years of clerical experience

PHYSICAL REQUIREMENTS

- Work in a high-volume office environment and have constant interaction with staff, customers and other agencies
- 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 office and 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 the business demands change so, too, may the essential functions of this position.