



*Melissa R. Henry*

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

**Position Title:** Civil Intake/Encoding Deputy Clerk  
**Department:** Civil Department  
**Job Location:** Justice Center, Covington and/or Towers Building, Slidell  
**Status:** Full-time, Non-Exempt, Hourly

**Position Summary:** Reads and analyzes all civil pleadings filed and determines how much money is needed to process said work including answering phone calls with respect to amount needed to file pleadings.

**ESSENTIAL FUNCTIONS:**

- Reads and analyzes all civil pleadings filed at front counter and calculates cost
- Codes all pleadings and enters into computer
- Issues docket numbers on new suits
- Bills Attorney/Customer for outstanding costs
- Answers phones and quotes prices of filing pleadings
- Opens and clocks civil new suits
- Waits on customers and directs to proper Judge/Dept/etc
- Assists with entry of pleadings sent in the mail upon completion of walk in work until the day is finished
- Refunds money at conclusion of cases
- Back up for entering charges for sheriff returns, notices of seizure, returns on writs, and misc. pleadings into GRIDS
- Backup for faxed pleadings when necessary

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of what will be done by the Division on all pleadings filed
- Knowledge of costs for filing and issuing pleadings
- Ability to wait on customers in a professional manner
- Ability to operate telephone and PC workstation
- Ability to read and comprehend legal pleadings
- Typing skills of 45 words per minute with no errors
- Proficiency in word processing programs
- Strong mathematical, analytical and interpersonal skills
- Ability to use 10-key adding machine

**EDUCATION and / or EXPERIENCE:**

- High school diploma or general education (GED)

*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.*