



Melissa R. Henry

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

POSITION TITLE: Back Scan/Index Clerk
JOB LOCATION: Justice Center, Covington
STATUS: Full-time, Non-Exempt, Hourly
SUMMARY: Scanning of Old Marriage Licenses, Civil, Criminal or Land Records; Enter Old Civil Records into Smead/Tab Tracking System;
Index Old Records into Computer; Re-jacket Records

Position Summary: Employee for this position will be required to learn to back- scan older marriage licenses, civil, criminal and land records. These documents must be scanned for quality and high resolution using a “Bookeye” Scanner. This position requires very close attention to assigning correct numbers to documents for retrieval purposes. All civil and/or criminal records will be entered into the Smead/Tab tracking system. Older records will be indexed into the current computer system. Some older records may need to be re-jacketed New hires will be trained on all software programs.

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
- Review work properly before submitting to Checkers to assure accuracy
- Ensure 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
- 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
- At least 1-year experience scanning.
- Basic Knowledge of Microsoft applications, such as Word, Excel, and Outlook.
- Possess basic problem- solving skills.
- Typing/indexing/numbers skill of 45 words per minute with no errors
- Ability to gather information and organize it in an orderly fashion.
- Ability to communicate effectively, orally and in writing.
- Ability to carry out assignments requiring organization of materials
- High school diploma or general education (GED)
- Creative approach to job duties.
- Must be a resident of St. Tammany Parish and a registered voter in St. Tammany
- Training provided for our special scanning, Smead and software programs.

Responsibilities:

- Ensure that all images are scanned in good quality and readable.
- Careful preparation and maintenance of all documents prior to scanning.
- Accurate indexing of information from the documents.
- Thorough and organized tracking of progress.
- Lifting and moving of large books.

- Other duties as assigned.

Physical Requirement

- Must be able to lift at least 50 lbs.
- Ability to work standing and sitting for long stretches of time
- Must be able to lift large books up and down ladders.
- Ability to look at a monitor for long periods of time.

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.

Revised: August 13, 2020

