



*Melissa R. Henry*

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

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**JOB TITLE:** Minute Clerk  
**DEPARTMENT:** Civil Department  
**JOB LOCATION:** Justice Center, Covington Campus and/or Towers  
**STATUS:** Full-time, Non- Exempt, Hourly  
**SUMMARY:** Maintains records for court, attends court and records minutes of court proceedings; supports division team by performing the following duties:

**ESSENTIAL FUNCTIONS:**

- Reviews pleadings filed for presentation to ; reviews pleadings for compliance with the Local Uniform Court Rules; enters data pertaining to division cases into computer program
- Maintenance of court records
- Prepares records in court proceedings and docket
- Attends and records proceedings in court and prepares court minutes accordingly
- Maintenance of all exhibits filed in court
- Processes division pleadings once signed by Judge (recording and notices of judgment)
- Reviews case records and issues assignments for court
- Handles telephone inquiries pertaining to cases from counsel and suit parties
- Prepares documentation for Supreme Court statistics

**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.
- Ability to work with the public in a professional and courteous manner
- Ability to read and understand legal pleadings and training materials
- Individual must possess strong written, verbal, analytical and organizational skills and be able to prioritize
- Ability to operate telephone, photocopier, fax machines, scanners and computers
- Proficiency in Word and Excel
- Typing skill of 45 words per minute with minimal or no errors
- Ability to file numerically without errors
- Strong interpersonal skills
- Ability to promote a cooperative teamwork environment and ability to work independently, as well as on a team
- Dependability, available for work as scheduled
- Ability to work more than 7 hours a day if needed for attendance in court
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**EDUCATION and / or EXPERIENCE:**

- High school diploma or general education (GED)
- Two years of legal experience preferred

*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 08-18-2020

