



Melissa R. Henry

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

Position Title: Civil Scanner/Filer & Records Management Clerk
Department: Civil Department
Job Location: Justice Center, Covington and/or Towers Building, Slidell
Status: Full-time, Non-Exempt, Hourly

Position Summary

Scan all civil litigation documents into the computer by code and files civil documents and records.

ESSENTIAL FUNCTIONS:

- Indexes and scans all documents into the Visual Scanning Program by suit number, date, and charge code; consistently and accurately
- Checks scanning work of other scanner for errors or omissions and quality control before delivery to customer service
- Picks-up work from scanning baskets and puts pleadings in chronological order for scanning the following day
- Memorizes charge codes for numerous and varied pleadings
- Maintains all civil records in the Tab Fusion file tracking program and files civil records
- Maintains all civil records by filing of all civil documents into suit file records and files civil files in the civil record room
- Assists division teams with pulling civil records for research and for court preparation

QUALIFICATIONS – Must live in St. Tammany Parish

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.

- Learn all document types which identify the different pleadings, including memorization of code pleadings. Accuracy at typing numbers is important.
- Must be comfortable with a work environment that is repetitious. Scanning accountabilities are sedentary and require the ability to sit for long periods of time.
- Ability to operate telephone, photocopier, fax machines, and PC workstation
- Proficiency in word processing programs, including Microsoft Windows
- Ability to promote a cooperative teamwork environment as well as work independently
- Ability to read and comprehend correspondence and training materials
- Typing/indexing skill of 45 words per minute with no errors
- Strong organizational, written, verbal, analytical and interpersonal skills
- Available for work as scheduled
- Ability to file numerically without errors while standing for long periods of time
- Filing accountabilities are physical. An individual must be physically fit, able to move about quickly, bend, reach, retrieve and lift approximately 20 lbs. from cabinets and shelving and ability to climb and stand on a ladder.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- High school diploma or general education (GED)
- Two years of clerical experience, including some file maintenance experience

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.