



Melissa R. Henry

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

**Position Title:** Felony Minute Clerk  
**Department:** Criminal Department  
**Job Location:** Justice Center, Covington Campus and/or Towers Building, Slidell Campus  
**Status:** Full-Time, Non-Exempt, Hourly

#### POSITION SUMMARY

As a member of the St. Tammany Parish Clerk of Court's Criminal Department, the Felony Minute Clerk is responsible for maintaining felony court records, taking minutes of court proceedings, issuing notices pertaining to felony court dates, and processing motions filed. This is a high-stress and demanding position.

#### ESSENTIAL FUNCTIONS

- Attend court to record and type criminal minutes according to procedure
- Receive, index and catalog criminal evidence
- Administer an oath to witnesses in court proceedings
- Enter data pertaining to division cases into computer program
- Create files, pull files, maintain files, prepare court dockets
- Provide copies to customers and other governmental agencies
- Process all incoming mail and pleadings for division
- Answer inquiries from the public pertaining to felony cases
- Prepare and send notices to defendants and attorneys
- Index and process motions and other legal documents

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications 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 qualifications.

- Ability to multi-task and establish priorities
- Ability to operate telephone, photocopier, fax machines, and PC workstation
- Ability to willingly assist walk-in customers at the customer counter
- Ability to read and comprehend correspondence and training materials
- Ability to file numerically without errors
- Strong written, verbal, analytical and interpersonal skills
- Strong organizational skills
- Must be able to commit to a 40- hour work week with the possibility of weekend overtime work
- Ability to promote a cooperative teamwork environment
- Ability and willingness to assist co-workers with their dockets and work when needed
- Ability to work independently as well as on a team
- Proficient in Microsoft Word processing programs

#### EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- High school diploma or general education (GED)
- Typing/indexing skill of 45 words per minute with no errors
- Two years of legal clerical experience, including some file maintenance experience

*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.*