



Melissa R. Henry

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

JOB TITLE: Finance Billing Clerk
DEPARTMENT: Finance Department
JOB LOCATION: Justice Center, Covington Campus and/or Towers Building, Slidell, LA
STATUS: Full-time, Non-Exempt, Hourly

SUMMARY: Responsible for gathering data, calculating charges and fees and create billing invoices for filing and services provided by the Clerk of Court's Civil Department.

ESSENTIAL FUNCTIONS:

- Calculates cost for filings and services
- Verifies accuracy of billing data, correcting any errors
- Creates itemized statements, bills, invoices, and other necessary billing documents,
- Records amount due for filings and services
- Performs general bookkeeping work, with may include entering data and maintaining records, invoices and supporting documents of amounts due for filings and services rendered
- Generate mailing labels
- Contacts customers to obtain, verify and update information when necessary
- Set-up and maintain customer payment plans
- Queues collections for due dates
- Processes returned mail to make additions/edit to payee file/attorney file
- Creates reports regarding the current status of a customer accounts (Draw Down Statement)
- Researches discrepancies and past-due amounts
- Copies, files and retrieves materials as needed
- Other related duties as assigned

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.

- Must be a resident of St. Tammany Parish
- Must be reliable and extremely trustworthy
- A background in Accounting
- Proficiency in Microsoft Office Suite or related programs (Typing skills of 45 wpm)
- Strong mathematical, analytical and interpersonal skills
- Work successfully in a cohesive team environment
- Excellent organizational skills and attention to detail
- Ability to operate PC workstation, printer, copier, telephone, scanner, 10 key adding machine and fax
- Ability to read and comprehend legal pleadings
- Available to work weekends and to work elections

EDUCATION and / or EXPERIENCE:

High school diploma or general education (GED)

PHYSICAL REQUIREMENTS:

Prolonged periods sitting at a desk and working on a computer.
Ability to lift up to 15 pounds at times.

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.