



Melissa R. Henry

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

JOB TITLE: Non-Support Minute Clerk
DEPARTMENT: Criminal Department
JOB LOCATION: Justice Center, Covington
STATUS: Full-time, Non-Exempt, Hourly
SUMMARY: Maintains court records for non-support intake, modifications, collections, paternity; takes minutes of court proceedings; issues documents in non-support cases; bills for LASES cases.

ESSENTIAL FUNCTIONS:

- Records and types minutes of court
- Greets the customers at front counter to determine problem or direction needed. This must be done in a pleasant voice with a sincere interest in helping with their problem.
- Handle certain aspects of the billing for Non-Support through the LASES program
- Issue notices and service in all case types mentioned above
- Handles the filing of all motions and orders and collecting appropriate filing fees
- Issues necessary paperwork in accordance with the order of the court
- Works with D.A. on preparation of dockets for court
- Process non-support judgments to be sent to Recording
- Collect non-support court costs, fill out receipts, recall attachments if necessary
- Pull files for dockets and research records
- Keep current on filing of all files and loose paperwork

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 multi-task and establish priorities
- Strong organizational skills
- Ability to operate telephone, photocopier, fax machines, and PC workstation
- Ability to promote a cooperative teamwork environment
- Ability to willingly assist walk-in customers at the customer counter
- Ability and willingness to assist co-workers with their dockets and work when needed
- Ability to work independently
- Strong written, verbal, analytical and interpersonal skills
- Proficiency in word processing programs
- Available for work as scheduled

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- High school diploma or general education (GED)
- Typing skill of 45 words per minute with no errors
- Two years of 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 business demands change so, too, may the essential functions of this position. Revised 01 08 2016