



Melissa R. Henry

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

POSITION TITLE: Civil Docket Clerk
DEPARTMENT: Civil Court Division
JOB LOCATION: justice Center, Covington and/or Towers Building, Slidell
STATUS: Full-time, Non-Exempt, Hourly
Must be a resident of St. Tammany Parish

POSITION SUMMARY:

As a member of the St. Tammany Parish Clerk of Court's Civil Court Division, the Civil Docket Clerk is responsible for maintaining records for Civil court and court proceedings.

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Enters and scans data, motions/filings pertaining to civil cases into case management software
- Performs necessary redactions on scanned documents
- Reviews, processes, and sets court hearing dates for incoming motions, and other legal documents after judge's review
- Files records and pleadings into the suit record
- Creates, pulls, and maintains files
- Enters all flags for Special Master, Curator, Exempt, Pauper, etc.
- Prepares court dockets
- Reviews, processes, and sets court hearing dates for incoming motions, and other legal documents after judge's review
- Provides copies to attorneys, customers, and other governmental agencies
- Responds to public and attorney telephone inquiries
- Files records and pleadings into the suit record
- Must respond and remain in communication with management during times of emergency or evacuation

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

The requirements listed below are representative of the knowledge, skills and/or ability required.

- High school diploma, General Education Diploma (GED) or High School Equivalency (HiSET)
- Two years of legal secretarial experience preferred, including file maintenance experience
- Type 45 words per minute with no errors
- Ability to work with judiciary and the public in a professional and courteous manner
- Ability to read and understand legal documents and terminology
- Ability to multi-task
- Proficiency in Microsoft Word and Excel
- Strong written, verbal, analytical and organizational skills; ability to prioritize
- Ability to file numerically without errors
- Possess strong interpersonal skills
- Ability to work independently as well as on a team
- Ability to operate computer, telephone, photocopier, fax machines and scanner
- Willingness to learn new software
- Willingness to accept constructive feedback on work
- Dependability; available to work as scheduled

PHYSICAL REQUIREMENTS:

- Must periodically attend court
- Work in a high-volume office environment and have constant interaction with staff, customers, and other agencies
- May have prolonged periods sitting at a desk and working on a computer
- Ability to speak clearly and to be understood in person and on the telephone
- Ability to navigate the Clerk of Court office and Justice Center

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
- Must be available to work two elections each year
- 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.



Melissa R. Henry

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