



# Melissa R. Henry

**CLERK OF COURT**  
**22<sup>nd</sup> Judicial District Court**  
**Parish of St. Tammany**

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**POSITION TITLE:** Civil Intake and Data Entry Clerk  
**DEPARTMENT:** Civil Department  
**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 Department, the Civil Intake and Data Entry Clerk is responsible for assisting customers in-person and/or by telephone to calculate fees necessary to file civil pleadings; the Clerk then enters the codes associated with the filing into the accounting software program.

## **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 essential duties.

- Ability to work with the public and the legal community in a professional and courteous manner
- Ability to read and comprehend legal pleadings
- Enters all new party information and/or addresses and email addresses of attorney
- Assigns case number and indexes the parties of the suits
- Enters the case caption
- Identifies the pleadings and the corresponding codes
- Performs collections, general ledger, and accounting functions
- Enters all flags for Special Master, Curator, Exempt, Pauper, etc.
- Data entry and encoding
- Balances and reconciles till
- Must have customer service experience
- Ability to properly quote court costs over the telephone at the time of filing

## **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

The requirements listed below are a representation of the knowledge, skill, and/or abilities required

- High school diploma, General Education Diploma (GED) or High School Equivalency (HiSET)
- Ability to work with the judiciary and the public in a professional and courteous manner
- Must have cashier experience
- Must have collections and accounting experience
- Must have general ledger experience
- General accounting experience
- Typing skills of 45 words per minute without errors
- Ability to file numerically without errors
- Proficiency in Word and Excel
- Must possess strong mathematical, analytical, and interpersonal skills
- Ability to work independently as well as on a team
- Must respond and remain in communication with management during times of emergency or evacuation

## **PHYSICAL REQUIREMENTS**

- Work in a high-volume office environment and have constant interaction with staff, customers, and other agencies
- Prolonged periods sitting at a desk and working on a computer

- Ability to speak clearly and 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 per 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.*