



Melissa R. Henry

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

POSITION TITLE: Family Court Minute Clerk
DEPARTMENT: Family Court Division
JOB LOCATION: Justice Center, Covington Campus
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 Family Court Division, the Domestic Court Minute Clerk is responsible for attending court; taking minutes of court proceedings; issuing notices regarding domestic court dates; setting court dockets; processing motions filed; and maintaining domestic court records. This is a high-stress and demanding position requiring acute attention to detail.

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 these essential duties.

- Attends court and records court proceedings by taking minutes
- Types domestic minutes in final form
- Administers oath to witnesses
- Prepared to answer case-related questions from the judge during court proceedings
- Receives and records filed evidence
- Maintains all evidence and exhibits filed in court
- Enters and scans data, motions/filings pertaining to civil cases into case management software
- Performs necessary redactions on scanned documents
- Processes division pleadings once signed by Judge (recording and notices of judgement)
- Reviews case records and issues assignments for court
- Files records and pleadings into the suit record
- Drafts and processes correspondence
- Reviews pleadings for compliance with the Local Uniform Court Rules
- Pulls records and prepares docket
- Research dockets prior to court for service information
- Processes division pleadings once signed by Judge (recording and notices of judgement)
- Reviews case records and issues assignments for court
- Responds to all inquiries pertaining to cases
- Prepares documentation for Supreme Court statistics
- 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 needed for this position.

- High school diploma, General Education (GED) or High School Equivalency (HiSET)
- Two years of legal secretarial experience preferred, including file maintenance experience
- Ability to work with the judiciary and the public in a professional and courteous manner
- Ability to read and comprehend legal pleadings, correspondence, and training materials
- Typing skill of 45 words per minute with no errors
- Proficiency in Word and Excel programs
- Ability to file numerically without errors

- Ability to multi-task
- Ability to operate computer, telephone, photocopier, fax machines, and scanners
- Ability and willingness to learn new software
- Strong written, verbal, analytical and organizational skills; ability to prioritize
- Strong interpersonal skills
- Willing to accept constructive feedback on work
- Ability to work independently and as a team
- Dependability; available to work as scheduled

PHYSICAL REQUIREMENTS

- Must attend court
- Must be able to appear in front of a courtroom and speak clearly to swear in witnesses
- Must be able to hear what is being said in a courtroom when speakers are not using a microphone
- Must be able to file records by using an OSHA approved rolling stair step
- Work in a high-volume office environment and have constant interaction with staff, customers, and other agencies
- May experience 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 to the public, employees, and Judicial Officers during normal business hours of the Clerk of Court, 8:30 a.m. through 4:30 p.m.

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.