



Melissa R. Henry

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

Position Title: Indexing Clerk
Department: Recording
Job Location: Justice Center, Covington Campus and/or Towers Building, Slidell Campus
Status: Full-Time, Non-Exempt, Hourly
Must be resident of St. Tammany Parish

POSITION SUMMARY

As a member of the St. Tammany Parish Clerk of Court's Recording Department, the Indexing Clerk is responsible for properly indexing the information from COB (Conveyance Book), MOB (Mortgage Book), and miscellaneous documents; indexes information into the Clerk of Court land record indices for public use.

ESSENTIAL FUNCTIONS

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

- Indexes real estate documents into the mortgage, conveyance, miscellaneous and map indexes
- Indexes documents by document type, name, property description, and date
- Reviews work carefully before submitting to the Checkers who check for accuracy
- Ensures the correct scanning of all documents and images
- Reads documents thoroughly to understand proper indexing
- Redacts personal information (SSN, bank account numbers, etc.) on mortgage and conveyance documents
- Assists customers run the daily work when requested
- Assists with telephone calls when customers have indexing questions
- Willingness to cross-train in various department jobs
- 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)
- Experience in real estate and/or banking preferred
- Knowledge of legal and real estate terms and documents
- Ability to read and comprehend correspondence and training materials
- Typing/indexing skill of 45 words per minute with no errors
- Proficiency in Word and Excel programs
- Ability to file numerically without errors
- Skill to operate computer, telephone, photocopier, fax machines and scanners
- Skill to work independently as well as on a team
- Strong written, verbal, analytical and interpersonal skills
- Ability to remain focused on work assignments
- Willingness to accept constructive feedback on work
- Willingness to learn new software
- Dependability; available to work as scheduled

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 the business demands change so, too, may the essential functions of this position.