



Melissa R. Henry

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

POSITION TITLE: Family Court Docket Clerk
DEPARTMENT: Family 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 Family Court Division, the Docket Clerk is responsible for maintaining records for domestic court, including 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 domestic cases into case management software
- Performs necessary redactions on scanned documents
- Reviews, processes, and sets court hearing dates for incoming motions, subpoenas, and other legal documents after judge's review
- Files records and pleadings into the suit record
- Creates, pulls, and maintains files
- Prepares court dockets
- Provides copies to customers and other governmental agencies
- Responds to all inquiries pertaining to cases
- 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 computers, 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
- Prolonged periods sitting at a desk and working on a computer
- Ability to speak clearly and to be understood 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
- Must be available to work two elections each year
- 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.