



Melissa R. Henry

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

POSITION TITLE: Felony Minute Clerk
DEPARTMENT: Criminal Department
JOB LOCATION: Justice Center, Covington
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 Criminal Department, the Felony Minute Clerk is responsible attending court; taking minutes of court proceedings; issuing notices regarding felony court dates; processing motions filed; and maintaining felony 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 the essential functions.

- Attends court and records court proceedings by taking minutes
- Administers an oath to witnesses and jurors in court proceedings
- Receives and records filed evidence
- Maintains all evidence and exhibits filed in court
- Enters and scans data, motions/filings pertaining to criminal cases into case management software
- Performs necessary redactions on scanned documents
- Types felony minutes in final form
- Provides copies to customers and other governmental agencies
- Manages hard files and court records
- Responds to all inquiries pertaining to all criminal cases
- Prepares and sends notices to defendants and attorneys
- Maintains communication between all agencies
- 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 for this position.

- High school diploma, General Education Diploma (GED) or High School Equivalency (HiSET)
- Two years of legal secretarial experience, 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/indexing skill of 45 words per minute with no errors
- Proficiency in Word and Excel
- Ability to file numerically without errors
- Ability to multi-task and establish priorities
- Ability to operate computer, telephone, photocopier, fax machines, and scanners
- Strong time management skills and organizational skills

- Strong written, verbal, analytical and interpersonal skills
- Ability to work independently as well as on a team
- Willingness to learn new software
- Willingness to accept constructive feedback on work
- 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 and jurors

Must be able to hear what is being said in the courtroom when speakers are not using a microphone

- Work in a high-volume office environment and have constant interaction with staff, customers, and other agencies
- Must be able to file records by using an OSHA-approved rolling stair steps
- Must be able lift up to 25 lbs.
- 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
- Dependability; available to work as scheduled

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.