



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Deputy Clerk III
DEPARTMENT.....:	City Court of Houma
DIVISION.....:	
CLASSIFICATION/GRADE....:	Deputy Clerk III
REVISED.....:	11/2017
REPORTS TO.....:	Clerk of Court/Court Administrator
REVIEWED.....:	11/2017
WAGES.....:	Hourly/Non-Exempt

SUMMARY:

This position is an entry-level position at City Court of Houma with general, basic duties and assignments primarily with the Juvenile Department, but with cross training in the Criminal and Civil Departments in order to assist based on workload needs.

BASIC FUNCTION:

1. Assist the general public through both in-person and telephone communications.
2. Takes payments on all juvenile matters, as well as adult criminal and civil matters.
3. Opens files on new juvenile cases.
4. Log in all new juvenile charges and process accordingly.
5. Prepare Informal Adjustment Agreements (IAAs) and track them.
6. Prepare summons as directed.
7. File return of service.
8. Prepare juvenile detention orders as directed.
9. Input necessary information into the court's case management system for Juvenile, Adult Criminal/Traffic, and Civil.
10. Prepare juvenile status hearing minutes, court orders, and other documents associated with Juvenile Court.
11. After six months, be able to take minutes for juvenile arraignments and continued custody/probably cause hearing and process all documents associated with court.
12. Send notifications to schools of students being seen for status hearings.
13. Assist the Clerk/Court Administrator in whichever department needs assistance to maintain proper operations at City Court.

OTHER REQUIREMENTS:

Must be willing to adjust to the schedule of the Court, work late and on weekends when necessary and instructed to do so.

EDUCATION/EXPERIENCE:

1. Must have high school degree (or GED) with additional training or college an advantage.
2. Must have on year of general office experience.
3. Must have the ability to work with various socio-economic groups of individuals.
4. Must have good communication skills.
5. Must have knowledge of and experience working with computers and Microsoft Word and Excel.
6. Must be able to type a minimum of 40 words per minute. *Note: Selected applicants will take a typing test administered at City Court prior to being considered for an interview.
7. Prior legal experience, especially in court settings is a plus.