

# Clerk of Court

## Job Description

Perform clerical duties in court of law; prepare dockets of cases called; secure information for judge prosecutor; and plaintiffs to obtain information for court.

## Job Duties

Answer phone

Wait on customers

Collect payments, assist with connects/disconnects of utility services, etc

Knowledge LACrash Accident reports

KPD daily deposit

Records/background checks or State Police, Casino, Prison, etc.

Input tickets issued

Knowledge of Louisiana Criminal Law and Motor Vehicle RS codes

Prepare Subpoenas for trials/court

Prepare monthly reports for AMS

Prepare Warrants, FTA, and Suspension for unpaid tickets

Prepare dockets of cases to be called

Run DOC reports weekly/monthly (CAJUN )

Record case depositions, court orders, and arrangements made for payment of court fees

Answer inquiries from the general public

regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summons, subpoenas, witness fees, and payment of fines.

Prepare and issue orders of the court

Prepare documents recording the outcome of court proceedings /court minutes

Instruct parties about timing of court appearances.

Explain procedures or forms to parties in cases or to the general public

Search files, and contact witnesses, attorneys, and plaintiffs, in order to obtain information for the court

Follow procedures to secure reports and videos for trial

Amend indictments when necessary, and endorse indictments with pertinent information

Collect court fees or fines, and record amount collected

Support staff in handling of paperwork/ reports processed for court

Examine legal documents submitted to court for adherence to laws of court procedures

Meet with judge, prosecutor, and police officers in order to coordinate the functions of court