

JOB DESCRIPTION

JOB TITLE -- CASHIER CLERK

The Office of the Clerk of Civil District Court, Orleans Parish, is seeking a qualified individual to perform general office/clerical duties, with the primary function of cashier. Cashier Clerks perform a variety of duties including: providing customer service, data entry, typing, cash receipting, case file indexing, multi-tasking, and an assortment of other tasks.

Knowledge, Skills and Abilities

Individuals most suited for Cashier Clerk positions possess cashiering experience, general office and computer skills, are team players with ability to work under pressure, and have ability to communicate effectively with the general public.

Additional knowledge and skills include automated word processing, legal terminology, familiarity with court rules and up-to-date knowledge of rule changes, and ability to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills and/or abilities required.

Training and Experience Requirements

Minimum high school diploma or equivalent. Successful candidates must be computer literate, highly organized, and have excellent communication and people skills. Requires self-motivation, being able to work under pressure, and ability to handle a large amount of public interaction.

Cashier Clerks must have a knowledge of general office procedures; a high degree of verbal and written comprehension; the ability to express thoughts clearly, both orally and in writing; accurate and proficient typing skills; the ability to work well with others and with limited supervision; and grasp concepts quickly and react to change rapidly.

Minimum of 18 years of age.

Degrees must be from appropriately accredited institutions.