

**Orleans Parish Juvenile Court**  
**FILE ROOM/EXPUNGEMENT CLERK**

**JOB DESCRIPTION:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required.

**DUTIES:**

**File Room Clerk:**

- Manage file room records and maintain order of files;
- File documents into court records as needed;
- Retrieve and shelve OPJC files;
- Respond to request and inquiries from other Juvenile Court departments, court sections and outside agencies;
- Pull files needed in courtroom in a week in advance to facilitate daily courtroom dockets;
- Answer telephones and assist the public and court staff by responding to inquiries, providing assistance, and/or directing callers to appropriate individuals or departments;
- Assist public, attorneys agencies, court personnel and all court sections and departments with research of files and request for information on files located in the file room of OPJC;
- Prepare regular and certified copies of documents located in court records;
- Prepare brown folders for new cases and file documents into brown folders per Clerk's Office procedure;
- Ensure security of information store in files located in file room of OPJC;
- Verify existence of warrants in OPJC cases;
- Ensure compliance with OPJC Clerk of Court policies and procedures;
- Ensure quality control of all documents of which you are responsible;
- Complete all assignments and duties in a timely manner; and
- Any other duties as assigned by OPJC Judges, the Judicial Administrator or Clerk of Court.

**Expungement Clerk:**

- Manage all expungement motions filed in OPJC by specific procedure outlined below;
- Log expungement filings or judgments electronically and ensure availability on the clerk's office drive;
- Scan expungement motions into IJJIS, pull appropriate relevant folders and prepare to send to relevant section of court;
- Make all certified copies of expungement motions and judgments and mail to applicable parties, attorneys and agencies with accompanying letter;

- Ensure quality control of all expungement motions and filings;
- Any other duties as assigned by the Judges, Judicial Administrator or Clerk of Court.
- Follow specific expungement procedure (subject to revision):

### **Motion for Expungement and Sealing**

1. Clock-in motion –
2. Fill in Motion for Expungement Log located at: →OPJC (G:) → Clerks →!2019 → Expungement Log --- Complete all known fields.
3. Pull blue and brown folders

**Note: Pull documents relevant to case and place in brown envelope. Return brown folder to file room (or section drawer if case is still active.)**

4. Place original motion with blue folder on shelf
5. Place a copy of motion in expungement box (located in Clerk of Court's office)
6. After the passage of 30 days, send motion to applicable section for judge's signature

**Note: If co-defendants are on case, pull documents relevant to child and return blue folder to file room.**

**Note: If the case is still active and there is an upcoming hearing for co-defendants, place folder in section drawer.**

7. Give file to Clerk of Court or Deputy Clerk of Court for expungement in IJJIS
8. Make 7 certifies copies per the order of expungement
  - i. OPD or LCCR (box)
  - ii. Juvenile DA's Office (box)
  - iii. YSC (box)
  - iv. NOPD (box)
  - v. Revetta Woods (regular mail)
  - vi. LA Bureau of Criminal Identification and Information (regular mail)
- b. Draft letter to each agency and serve
9. Return blue folder to designated section of file room for sealed files

### **Disposition Judgment with Expungement**

1. Expungement clerk receives blue and brown folders after the case has been closed
2. Fill in Motion for Expungement Log located at: →OPJC (G:) → Clerks →!2019 → Expungement Log --- Complete all known fields.
3. Log Judgment on Expungement Log
4. Follow procedures 4-9 for motions for expungement and sealing

**JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

- High school diploma or GED, with 1-3 years of clerical experience.
- Basic reading, writing and arithmetic skills required.
- Knowledge of Microsoft Office and telephone protocol.
- Professional verbal and written communication skills and the ability to type 50 wpm.
- Ability to deal courteously and effectively with Judges, staff, associates, attorneys and the public.
- Working knowledge of legal terminology and standard policies and procedures, including local rules of Court.
- Ability to properly operate standard office equipment, such as computer, typewriter, calculator, telephone, copier and fax machine.
- Working knowledge of standard office procedures and computer software programs used by the Court, with the ability to apply such knowledge to a variety of interrelated processes, tasks and operations.
- Working knowledge of Standard English grammar, spelling and punctuations and ability to prepare correspondence, court/legal documents and written reports as required.
- Ability to effectively communicate orally and in writing with co-workers, supervisors, other departments, law firms, social service agencies, probation department, State Health Department and the public, including being sensitive to professional ethics, gender, racial and cultural diversities and disabilities.
- Ability to provide public access to or maintain confidentiality of Court information and records according to state law.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace and personal conduct.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Ability to file, post, mail materials and maintain accurate and organized records/files.
- Ability to work alone with minimum supervision and with others in a team environment, often under time pressure and on several tasks at the same time.

**RESPONSIBILITY:**

- Incumbent performs duties according to a flexible, customary routine with priorities determined by the Judges, Clerk of Court, Judicial Administrator and service needs of the Court and public. Assignments are guided by definite objectives using a variety of methods or procedures with incumbent referring to supervisors for unusual matters, such as policy interpretations. Decisions are always determined by specific instructions or existing, well-established policies and procedures.

**PERSONAL WORK RELATIONSHIPS:**

- Incumbent maintains frequent contact with co-workers, other city departments, law firms/attorneys, social service agencies, probation department, State Health Department and the public for the purposes of exchanging information and rendering service.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

- Incumbent performs duties in a standard office environment, involving sitting long periods, sitting/walking at will, lifting/carrying objects weighing 25 to 50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, keyboarding, close vision, speaking clearly, hearing sounds/communication and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to irate/hostile persons.

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**MEDICAL BENEFITS – (Orleans Parish Juvenile Court)**

Provided through BLUE CROSS/BLUE SHIELD for a small monthly fee.

**DENTAL BENEFITS – (Orleans Parish Juvenile Court)**

Basic plan provided at no cost through HUMANA. Dependents not included, but may be added for an additional fee.

**LIFE INSURANCE – (Orleans Parish Juvenile Court)**

\$10,000.00 benefit provided at no cost through COLONIAL Life Insurance.

**VISION INSURANCE – (Orleans Parish Juvenile Court)**

Plan provided through HUMANA. Payment of premium is by contractor.

**PTO (Paid Time Off)**

Combined total of 24 days per year. PTO days do not roll over from fiscal/calendar year to fiscal/calendar year and is on a use or lose basis. Contractor will not receive terminal leave pay for unused PTO days.

**HOLIDAYS**

Currently, 21 paid holidays (2019). Subject to change.

**WORK WEEK**

35.0 hours per week (8:30am – 4:00pm).

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**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of File Room/Expungement Clerk for the Orleans Parish Juvenile Court describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all the duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

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Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name