

LOUISIANA FIFTH CIRCUIT COURT OF APPEAL

NOTICE OF JOB OPENING

The Louisiana Fifth Circuit Court of Appeal has an immediate opening for Clerk of Court. This position is the top administrative official that oversees the day-to-day clerical operations of the Court. Job description follows. If you are interested in applying for this position, please forward your signed resume to:

**HR Committee
Fifth Circuit Court of Appeal
101 Derbigny Street
Gretna, LA 70053**

Please include a current email address and telephone number with your resume. **Applications will be accepted only until May 31, 2019.** Salary/compensation/benefits package is in accordance with state law and court policy. Base salary amount of \$100,000 will be adjusted based on experience and qualifications. The Louisiana Fifth Circuit Court of Appeal is an equal opportunity employer.

APPELLATE COURT CLERK OF COURT JOB DESCRIPTION

NATURE OF WORK:

This is professional court administrative and records management work in the Louisiana Fifth Circuit Court of Appeal. Work involves using independent judgment and discretion in performing duties and responsibilities which include the coordination and evaluation of work flow and effective processing of court cases, as well as the participation in special research projects and studies in an effort to improve and maintain the operations of the Office of the Clerk of Court. Work is performed at the pleasure of the en banc panel of the judges of that court and under the administrative direction of the Chief Judge. Work is reviewed through conferences, reports and on the basis of results obtained.

EXAMPLES OF WORK:

Serves as Clerk of Court for the Louisiana Fifth Circuit Court of Appeal and performs all related duties commensurate with this designation.

Ensures that case processing systems and procedures are efficient and effective.

Through subordinate personnel, manages all aspects of record processing, storage, and retrieval.

Recommends or initiates, as appropriate, procedural changes necessary to provide timely and accurate service to the general public, attorneys and judges.

Ensures that appropriate statistical information is compiled and reported timely.

Assigns, reviews, monitors work of subordinate staff engaged in lodging, docketing, and other daily activities of the Clerk's Office.

Confers with judges, attorneys and public and private agencies to ensure adequate operational services and to provide for changing or unusual demands.

Directs the preparation and monitoring of annual budget; prepares and or reviews budget requests for submission to Judicial Budgetary Control Board.

Supervises all accounting and payroll activities; manages fee funds.

Supervises purchasing activities of the Court; prepares or directs the preparation of bids, requests for proposals, etc.

Approves expenditures for office supplies, furniture, computers and other office equipment.

Supervises data processing activities of the Court; supervises personnel records processing and other related personnel activities.

Develops policies and procedures relating to a variety of administrative matters.

Ensures that the physical plant of the Court building and grounds are maintained and secure; directs a staff of security personnel.

Conducts background research and administrative studies in order to obtain information relevant to operating and administrative policies and procedures or other special projects as assigned.

Provides information and case decisions to attorneys, law clerks, judges and the general public on specific cases; explains court rules, policies and procedures.

Analyzes and reviews computerized case management in order to recommend programming changes which would increase efficiency and meet new requirements; helps set priorities for changes.

Assesses the efficiency of specific operations of the Court and recommends course of action upon request.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of court rules, procedures, and policies including:

Strong understanding of the Louisiana Codes of Civil, Criminal, and Appellate Procedure, as well as the procedural components of the Louisiana Children's Code, as well as the jurisprudence interpreting those codes.

Strong understanding of the court rules of the Louisiana Supreme Court, courts of appeal, and courts of general and limited jurisdiction, as well as of the jurisprudence interpreting those rules.

Strong understanding of jurisdictional issues faced by appellate courts, as well as the rules and jurisprudence relevant to those.

Strong knowledge of procedural and substantive law of post-conviction relief.

Strong working knowledge of the manner in which cases proceed through the lower courts, and the Louisiana Supreme Court.

Knowledge of the organization, operations, functions, and scope of authority of the Court.

Knowledge of modern office practices and procedures and ability to use equipment such as computers, printers, photocopiers, overhead projectors, video tape players, etc.

Ability to read and interpret complex legal records and regulatory documents.

Ability to make work decisions in accordance with laws, regulations, and court policies and procedures.

Ability to compose, save and retrieve information using a computer.

Ability to express ideas and communicate suggestions and recommendations clearly and concisely, both orally and in writing.

Ability to plan, assign, coordinate, and manage the work of subordinate employees engaged in a variety of case management, security and administrative activities.

Ability to analyze work processes/methods and recommend changes.

Ability to work well with judges, members of the legal community, professional and management staff and other individuals and to handle sensitive issues/situations tactfully.

Ability to maintain the highest standard of integrity and observe confidentiality of all judicial branch matters.

Skill in leadership and supervision.

Skill in conducting research and evaluating findings.

QUALIFICATION REQUIREMENTS:

Licensed attorney authorized to practice law in Louisiana and having practiced for eight (8) years with five (5) years of progressively responsible administrative experience.

ADDITIONAL PREFERRED QUALIFICATIONS:

Strong appellate experience

Working knowledge of Human Resource principles including progressive discipline and workplace/sexual harassment protocols.

Strong skills in electronic legal research (Westlaw Next is preferred).

**ESSENTIAL FUNCTIONS REQUIRED TO PERFORM DUTIES OF
CLERK OF COURT--LOUISIANA FIFTH CIRCUIT COURT OF APPEAL**

In order to comply with the requirements of the Americans with Disabilities Act of 1990, **all** applicants are asked to read, complete and sign this document.

The **Clerk of Court for the Louisiana Fifth Circuit Court of Appeal** must be able to do the following. Please write your initials beside each item you are able to perform with or without accommodation.

- _____ Read, understand, analyze and interpret a wide variety of complex written materials such as laws, regulations, policies and procedures.
- _____ Read written material, computer printouts and data.
- _____ Utilize a computer (for composing, storing and retrieving information) as necessary; operate various e-mail, spreadsheet and word processing software programs.
- _____ Compile, save and retrieve information using a computer.
- _____ Communicate clearly, concisely and persuasively, both orally and in writing.
- _____ Establish and maintain effective working relationships with court personnel and other members of the legal community; quickly discern and resolve complex and sensitive issues/conflicts.
- _____ Plan, assign, coordinate, supervise and manage the work of subordinate employees engaged in a variety of professional and support activities for the Court.
- _____ Be on call before and after hours weekdays and on weekends to answer questions, receive filings and handle emergency matters.
- _____ Sit for a major portion of the work day.
- _____ Drive his or her own vehicle to various sites in order to attend conferences or workshops, meet with judges, legislators and others to accommodate the needs of the Court.
- _____ Work a regular Monday through Friday work schedule of seven to eight hours per day and overtime hours as required.

I certify that I am willing and able to perform the above requirements with or without accommodation. I understand that it is my responsibility to request accommodation as necessary.

Signature of Applicant