LOUISIANA FIFTH CIRCUIT COURT OF APPEAL

Assistant Deputy Clerk

Announcement # 1-2026
Appointment: Permanent/Full-Time
Salary Range: Job Grade 6 ($44,419 - $63,499)
Depending on Qualifications & Experience
Open/Close Dates: Until filled

About the Court

The Louisiana Fifth Circuit Court of Appeal is one of five intermediate state appellate courts in Louisiana. The Fifth Circuit was established by the legislature in 1981 and has appellate and supervisory jurisdiction in both civil and criminal matters arising from all lower courts in the parishes of Jefferson, St. Charles, St. James, and St. John the Baptist.

Location

101 Derbigny Street
Gretna, Louisiana 70053

Position Overview

The Clerk of Court's Office for the Louisiana Fifth Circuit Court of Appeal is accepting applications for the position of Assistant Deputy Clerk.

Under the supervision of the Clerk of Court, the Assistant Deputy Clerk works closely with deputy clerks to manage a high volume of case information and maintain accurate records in the court's case management system. The Assistant Deputy Clerk's responsibilities include receiving and processing filings, reviewing submissions for compliance with court rules, ensuring accuracy of data entry in case management system, assisting attorneys and the public, and administering sessions of court.

Required Knowledge, Skills, and Abilities

- At least two years of clerical or administrative office experience.
- Proficiency in Microsoft Office applications and the ability to learn and use court databases and electronic filing systems.
- Strong attention to detail, including the ability to review filings, maintain accurate case information, and track and compile statistical data.
- Ability to organize and prioritize assignments, meet deadlines, and manage a high volume of work.
- Ability to communicate clearly and courteously with attorneys, court personnel, and the public.
- Ability to work independently and collaboratively, follow established procedures, and recognize matters requiring supervisory guidance.
- Ability to exercise discretion and maintain the confidentiality of sensitive information.

Preferred Knowledge, Skills, and Abilities

- Two years of progressively responsible clerical experience in a clerk of court's office or legal organization.
- Knowledge of legal terminology, court practices, and procedures, particularly those related to appellate case processing.

How to Apply

Qualified candidates should submit a cover letter and resume to jobs@fifthcircuit.org.

For more information, visit www.fifthcircuit.org or call (504) 376-1400.

The Louisiana Fifth Circuit Court of Appeal is an Equal Employment Opportunity Employer