

LOUISIANA FIFTH CIRCUIT COURT OF APPEAL

NOTICE OF JOB OPENING – CHIEF DEPUTY CLERK

The Clerk of Court's Office in the Louisiana Fifth Circuit Court of Appeal seeks qualified candidates for the position of Chief Deputy Clerk. The Chief Deputy Clerk manages the daily operations of the Clerk's Office. Responsibilities include supervising Deputy Clerks in processing filings, docketing cases, organizing a high volume of case data in a computer database, assisting attorneys and the public, administering sessions of court, facilitating cooperation with lower court clerks, and disposing of all matters presented to the Court for determination. The Chief Deputy Clerk works under the broad direction of the Clerk of Court and serves as the Clerk of Court in the Clerk's absence.

This position requires strong multi-tasking, organizational, and leadership skills. Candidates must have strong knowledge of court rules and legal procedure as well as strong computer skills, including high proficiency in Microsoft Office applications and Adobe Acrobat.

At least five years of experience in a court or legal organization preferred. Salary starts at \$60,000 annually and is commensurate with qualifications and experience.

Please email your cover letter and resume to jobs@fifthcircuit.org by close of business **June 24, 2022**. Applications submitted after this date will not be considered.

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