

Louisiana Third Circuit Court of Appeal

Position: Clerk of Court

Closing Date: May 1, 2018

The Louisiana Third Circuit Court of Appeal is accepting applications for the position of Clerk of Court. Information about the Court is available at www.la3circuit.org. Applicants should submit resume and any supporting documentation to one of the following:

Via Email to: Vrobles@la3circuit.org

Mail to: Human Resources
Third Circuit Court of Appeal
PO Box 16577
Lake Charles, La. 70616

Hand Delivery: Human Resources
1000 Main Street
Lake Charles, La. 70615

POSITION OVERVIEW:

The Third Circuit Court of Appeal seeks a qualified individual to serve as Clerk of Court. The Clerk conducts its office and business pursuant to state law, the internal rules, policies and procedures established by the Administrative Conference of the Court as administered on a day-by-day basis by the Chief Judge of the Court. The Clerk is responsible for effective and efficient case filing, processing, and records management in both physical and electronic environments. The Clerk advises the Court on procedural issues involving internal, local and uniform rules, pending legislation and legislative enactments. The Clerk is directly involved or oversees subordinate staff, budget preparation and monitoring, accounting, financial reporting, personnel management, telecommunications management, contract negotiation and management, statistical reporting, facilities management, purchasing and property control. The Clerk may coordinate information technology and security efforts with the Judges and other professional staff.

REQUIRED EDUCATION AND EXPERIENCE:

A Juris Doctor Degree from an accredited law school with a minimum of 5 years professional work experience and significant experience in appellate law or court administration or comparable legal or business experience.

ADDITIONAL PREFERRED QUALIFICATIONS:

Prior supervisory or management experience. Court administrator/management certification, business degree or CPA, or advanced computer knowledge.