



Nineteenth Judicial District
EAST BATON ROUGE PARISH
OFFICE OF THE DISTRICT ATTORNEY
Baton Rouge, Louisiana

Assistant District Attorney (ADA) – Family Law/Child Support Enforcement

Job Description

In the role of Assistant District Attorney (ADA), you will represent the State of Louisiana, Department of Child and Family Services, Child Support Enforcement in all matters before courts with jurisdiction in East Baton Rouge Parish. These courts include, but are not limited to: The Family Court of East Baton Rouge, the Nineteenth Judicial District Court, the Louisiana First Circuit Court of Appeal, and the Louisiana Supreme Court.

Typical duties include: reviewing cases for prosecution of non-payment of child support orders; establishment of initial child support orders; enforcement and modification of existing child support orders; drafting motions and other pleadings; preparing discovery; performing legal research; appearing and arguing in court with regularity; and accurately documenting actions for monitoring.

Qualifications

- Member of the Louisiana Bar in good standing
- Ability to conduct legal research and apply legal analysis to factual scenarios
- Public speaking ability and effective communication skills (written & verbal)
- Ability to maintain effective working relationships with co-workers and the general public
- Comfort with technology, including the ability to learn case management software
- Ability to work flexible hours, including some weeks of over 40 hours
- Ability to work in a fast-paced environment
- Dependability in both attendance and work product

Salary and Benefits

New ADA hires are eligible for:

- Entry-level starting salary of \$60,000/year (compensation contingent upon experience)
- Enrollment in health, dental and life insurance plan(s)
- Enrollment in the Louisiana District Attorneys' Retirement System
- Paid time off for holidays
- Opportunities for Continuing Legal Education and other relevant training

If you wish to apply, please send a cover letter and resume to:

Laurie Englade
Human Resources
19th Judicial District Attorney
222 St. Louis Street – 5th Floor
Baton Rouge, LA 70802
Laurie.Englade@ebrda.org