



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

**Clerical Support – Family Law/Child Support Enforcement**

Job Description

The Clerical Support position with the East Baton Rouge District Attorney's Office provides administrative and legal services on behalf of the State of Louisiana, Department of Child and Family Services, Child Support Enforcement Program. This role assists in the processing and management of child support cases to ensure compliance with state laws and court procedures.

Typical duties include: processing and reviewing applications for child support enforcement services; reviewing case files to determine eligibility for legal action, including non-payment of child support, establishment of initial support orders, and modification or enforcement of existing orders; drafting motions, legal documents, and other court pleadings; conducting interviews with applicants to gather necessary information and documentation; and maintaining accurate case records and documenting all actions taken to support case monitoring and compliance.

Qualifications

- 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 in a fast-paced environment
- Dependability in both attendance and work product

Salary and Benefits

New hires are eligible for:

- Entry-level starting salary of \$36,000/year (compensation contingent upon experience)
- Enrollment in health, dental and life insurance plan(s)
- Enrollment in the City of Baton Rouge/Parish of East Baton Rouge 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  
19<sup>th</sup> Judicial District Attorney  
222 St. Louis Street – 5<sup>th</sup> Floor  
Baton Rouge, LA 70802  
[Laurie.Englade@ebrda.org](mailto:Laurie.Englade@ebrda.org)