

LOUISIANA FIFTH CIRCUIT COURT OF APPEAL

NOTICE OF JOB OPENING – ASSISTANT DEPUTY CLERK

The Clerk of Court's Office at the Louisiana Fifth Circuit Court of Appeal seeks an Assistant Deputy Clerk to perform a variety of specialized clerical and secretarial duties, which include processing cases, verifying compliance with court rules, assisting the public, administering sessions of court, and working closely with other Deputy Clerks to manage a high volume of case data in a computer database. Proficiency in Microsoft Office a must. At least three years clerical experience required; experience in a legal organization or court and familiarity with legal terminology preferred. Knowledge of appellate procedure a plus. Salary commensurate with qualifications and experience.

Please email your cover letter and resume to jobs@fifthcircuit.org by close of business **September 30, 2020**.

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