

CLERK OF COURT LOUISIANA SUPREME COURT

Pursuant to Louisiana Constitution Article V, §7. the Louisiana Supreme Court seeks an experienced leader with highly developed skills for the position of Clerk of the Court. Preferred candidates include those with substantial administrative, leadership and management experience in a variety of areas, including: (1) court administration, (2) personnel management and supervision, (3) strategic planning, (4) government budgeting and accounting, and (5) information systems and technology. The successful candidate, who will serve at the pleasure of the court's seven justices, must demonstrate unquestionable integrity and professionalism.

ESSENTIAL DUTIES:

The Clerk of the Court's responsibilities include, but are not limited to:

- Managing and supervising the clerk's office and its twenty employees.
- Maintaining custody of all records, files and proceedings of the court.
- Analyzing and developing court policies and procedures and making recommendations for improvements.
- Helping to identify, plan for and apply technological improvements.
- Managing the processing of all court filings.
- Providing statistical reporting of court filings.
- Developing calendars for case assignments.
- Overseeing the preparation and tracking of the court's annual budget.
- Supervising bookkeeping and accounting practices.
- Supervising annual movable property inventory and recording of acquisition/disposal of movable assets.
- Admitting attorneys and maintaining bar rolls.
- Communicating with judges, attorneys and parties.
- Managing and coordinating construction and renovation projects.
- Acting as a liaison between the Division of Administration, architects, designers, contractors, building occupants and the like.
- Assigning attorney chairs for medical and CPA panels as provided by statute.
- Ensuring compliance with legislative and administrative changes to court rules, regulations, and laws that affect the administration and operation of the court.
- Performing additional duties as determined by the court.

The Clerk of the Court also serves as part of the court's core management team in managing all court functions and building closures. The Clerk of the Court works closely with court security, and acts as liaison with the five Courts of Appeals, Judicial Administrator and Facility Planning and Control, Office of State Buildings building manager, litigants, and the public. Fulfilling these roles requires (1) highly accomplished written and oral communication skills; (2) the ability to express thoughts in a clear and concise manner; (3) knowledge and understanding of legal terminology; and (4) proven ability in using technology to improve court processes and procedures.

QUALIFICATIONS:

This position requires a law degree in good standing with the Louisiana State Bar Association and a minimum of five years' experience in progressively responsible positions in judicial administration, law, or business, including positions involving management and supervisory duties.

The Clerk of the Court must have the ability to apply common-sense understanding to carry out instructions furnished in writing, oral or diagram form, and to be able to deal with problems involving several variables. Other requirements include occasional travel and the ability to represent the court in a professional manner at all times.

The Clerk of the Court is a public servant and the preferred candidate will be a leader, a manager, a problem solver and a creative thinker.

SELECTION PROCESS:

This position is open for both internal and external recruitment, and only applicants whose background most closely meets the requirements of the position may be invited to interview. Requests for special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview. The selection process may include first and/or second round panel interviews.

The court offers an excellent benefits package that includes a choice of plans for optional medical and dental insurance, deferred compensation, flexible spending accounts, life insurance, and access to paid parking or bus passes. Participation in

the Louisiana Court Retirement and Relief Fund is required. See: <https://www.laclerksofcourt.org/retirement/retirement-manual>. In addition, the court's leave policy includes up to fifteen paid holidays and annual accrual of vacation and sick leave, based on length of service.

The target start date for this position is July, 2021. In order to apply, please email resume and cover letter to hrresumes2021@lasc.org with **CLERK OF COURT 2021** in the subject line. Deadline for resume submissions is April 28th! **EOE M/F/D/V**