

**LOUISIANA FIFTH CIRCUIT COURT OF APPEAL**

**NOTICE OF JOB OPENING – SCREENING ATTORNEY**

The Louisiana Fifth Circuit Court of Appeal has an immediate opening for a licensed attorney authorized to practice law in Louisiana. Prior experience as a practicing attorney or law clerk/research attorney is preferred but not required. New graduates may apply but will be required to pass the bar exam in a specified amount of time. This position includes reviewing filings, screening writs and appeals, as well as conducting research and preparing legal memoranda on jurisdictional and other matters following a thorough review of the record. There will be training provided by the Court. Other qualifications include:

- Ability to determine the nature and the status of the filing, as well as complete an established screening worksheet
- Ability to detect procedural defects, incomplete filings, and jurisdictional issues then recommend appropriate action
- Ability to discover potential judicial conflicts
- Ability to maintain considerable knowledge of the principles, methods, materials, and practices of legal research and be able to analyze, appraise, and organize matters as required
- Ability to communicate clearly and concisely both orally and in writing
- Ability to demonstrate competent computer skills
- Ability to work five days a week, excluding holidays, from 8:30 a.m. to 4:30 p.m., with longer hours if necessary

If you are interested in applying for this position, please forward your resume, writing sample, and references to [jobs@fifthcircuit.org](mailto:jobs@fifthcircuit.org), or mail to:

**Melissa C. Ledet**  
**Fifth Circuit Court of Appeal**  
**101 Derbigny Street**  
**Gretna, LA 70053**

Please include a current email address and telephone number with your application. Applications will be accepted only until July 1, 2019. Salary will be based on experience and qualifications. The Louisiana Fifth Circuit Court of Appeal is an equal opportunity employer.