

LOUISIANA FIFTH CIRCUIT COURT OF APPEAL

NOTICE OF JOB OPENING – JUDICIAL SECRETARY

The Louisiana Fifth Circuit Court of Appeal seeks a Judicial Secretary to provide secretarial support to an appellate judge and the professional staff in the judge's office. The position requires the performance of a variety of specialized clerical and secretarial duties under the direct supervision of the judge, which include managing the judge's caseload in a computer database, working with other judicial secretaries to facilitate the timely completion of cases, handling the judge's calendar and correspondence, and all other matters as directed by the judge. Computer proficiency, especially Microsoft Office, a must. At least three years secretarial 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 **October 15, 2020**.

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