

**LOUISIANA FIFTH CIRCUIT COURT OF APPEAL**

**NOTICE OF JOB OPENING – CLERK’S OFFICE ADMINISTRATIVE ASSISTANT**

The Clerk of Court’s Office in the Louisiana Fifth Circuit Court of Appeal seeks an Administrative Assistant with a start date of January 3, 2024 to perform a variety of duties, which primarily include assisting Deputy Clerks with screening and processing filings, verifying compliance with court rules, assisting the public, inputting and maintaining a high volume of case data in a computer database, and providing advanced secretarial and administrative support to the Clerk of Court and other court administrators. Candidates should have knowledge of court rules and procedure and must have high proficiency in Microsoft Office applications and Adobe Acrobat. At least three years clerical and/or administrative experience in a court or legal organization required. Salary commensurate with qualifications and experience.

Please email your cover letter and resume to [jobs@fifthcircuit.org](mailto:jobs@fifthcircuit.org) by close of business **December 8, 2023**.

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