

Job Announcement

Administrative Assistant I, Jefferson Parish Juvenile Court

The Jefferson Parish Juvenile Court (Harvey, La.) seeks an Administrative Assistant I. The purpose of this position is to provide advanced and specialized administrative support to the Deputy Judicial Administrators of the court, and assist in the day-to-day administrative functions of the court. Employees in this classification perform complex general office duties, and routine clerical work. Incumbent in this position is responsible for professional, efficient and productive daily work flow and special assigned duties. Performs related work as required.

Primary job duties include, but are not limited to: composing letters, memos, emails, etc. as necessary or directed; prepare special projects, as assigned by the Deputy Judicial Administrators; maintain and approve Placement Prevention Forms (PPFs) and prepares quarterly reports for IV-E reimbursement; develop and maintain an effective and efficient record keeping and file maintenance system; ensure adherence to established filing methods and standards; answer telephone, route calls, and record messages in an accurate, timely, and professional manner; participate in staff development training workshops and learning experiences; ensure all required licenses, seals and continued education credits are renewed and maintained for the court reporters in a timely manner; register hearing officers and court reporters for continuing education conferences and makes lodging reservations; prepare and distribute meeting agendas, and take, transcribe and distribute meeting minutes at the direction of an administrator; functions with considerable independence and initiative in prioritizing and coordinating daily responsibilities; exercise confidentiality and discretion in processing matters of a sensitive and confidential nature including but not limited to juvenile case matters and human resource issues; perform a wide variety of routine to moderately complex secretarial and administrative support duties as directed by an administrator; perform other clerical duties such as photocopying, assembling and sorting materials, as necessary; perform work in a cooperative, team-oriented, harmonious manner, free of conflict, dispute or miscommunication.

Secondary job duties include but are not limited to: setting up the For the Record (FTR) digital recording system for hearing officer ad-hocs and remain available to assist until the docket is completed; serve as backup for processing and closing payroll; serve as backup for the court secretary; serve as backup for court reporters; serve as backup for court docket check-in clerk.

Qualifications: High school diploma or GED; supplemented by college level course work or vocational training in word processing and multiple software applications; supplemented by two (2) years previous experience and/or training involving office management, preferably in a legal setting including some lead worker experience; or an equivalent combination of education, training, and experience.

Knowledge of legal terminology and State, Juvenile, and/or parish Court proceedings. Knowledge in Human Resources preferred but not required. Skill in operating a variety of modern office equipment, i.e., copying machines, computers, scanners, etc. Skill in communicating effectively with the public and clients over the telephone, in person, by fax, email and by other methods. Ability to understand simple oral and written instructions. Ability to add, subtract, multiply and divide. Ability to sort and file alphabetically and numerically. Ability to read and comprehend Standard English. Ability to establish and maintain effective working relationships with supervisor, support staff and other departments/agencies.

The starting salary for this position is \$42,349.00 subject to a five percent (5%) increase at the successful completion of a six (6) month probationary period. Starting salary may be increased slightly if work experience and/or educational background warrants. Available benefits include: medical and dental coverage; participation in the Jefferson Parish Parochial Retirement System; paid vacation and sick leave.

Interested parties are required to complete an employment application which is available on the Jefferson Parish Juvenile Court's website (www.jpjc.org) as well as submit a résumé and cover letter by July 31, 2026 to the individual below:

Tim Tyler, Chief Deputy Judicial Administrator
Jefferson Parish Juvenile Court
P. O. Box 1900
Harvey, Louisiana 70059

Email: tyler@jpjc.org
Phone: (504) 367-3500 ext. 887
Fax: (504) 263-6363