

Job Announcement

Administrative Assistant I, Jefferson Parish Juvenile Court

The Jefferson Parish Juvenile Court (Harvey, La.) seeks an Administrative Assistant I for our Family In Need of Services (FINS) program. The purpose of this position is to provide advanced and specialized administrative support to the FINS Director, and assist in the day-to-day administrative functions of the FINS Program. 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: inputting data in the FINS Compass and Louisiana Supreme Court FINS databases; assist FINS Director with contracts and documents related to the client intake process, assist with informal assessments of clients upon intake, notifying collateral agencies of court recommended referrals for services, via minute entry to include a description of services identified for the child and/or family; manages FINS conference calendar for all FINS Intake Officers; reviews all incoming reports from service agencies and determine if a family could benefit from a conference (if recommended, schedules said hearing and notifies all parties); prepares and manages the FINS docket calendar; documents and tracks FINS caseloads pertaining to judge referrals, formal petitions, and dismissals; answers phone and assists the public with FINS related questions; composes letters, memos, emails, etc. as necessary or directed; prepare special projects, as assigned by the FINS Director; develop and maintain an effective and efficient record keeping and file maintenance system; ensure adherence to established filing methods and standards; participate in staff development training workshops and learning experiences including the FINS monthly staff meeting; prepare and distribute meeting agendas, and take, transcribe and distribute meeting minutes at the direction of the FINS Director; 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 FINS case matters; perform a wide variety of routine to moderately complex secretarial and administrative support duties as directed by the FINS Director; 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.

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 the informal FINS process, legal terminology and State, Juvenile, and/or parish Court proceedings. Skill in operating a variety of modern office equipment, i.e., copying machines, scanners, computers, 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%) pay 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 it. 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 October 17, 2025 to the individual below:

Timothy R. 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