

Job Announcement

Judicial Clerk II, Jefferson Parish Juvenile Court

The Jefferson Parish Juvenile Court (Harvey, La.) seeks a Judicial Clerk II. The Judicial Clerk II, under direct supervision, is to perform routine clerical duties in supporting efficient operations of the juvenile court, traffic court and child support enforcement system. Employees in this classification **must** possess money handling experience. Respective applicants should also possess knowledge of court system functions, and are responsible for maintaining accurate records concerning fees and payments, and juvenile offender records. Essential functions, as outlined herein, are performed according to the area of assignment. Performs related work as directed.

Primary job responsibilities include but are not limited to receiving and accurately posting monies for fees, assessments, and child support payments; performing daily cash balancing of all monies and payments processed; entering any changes on assessments as per court orders; Generating and submitting for supervisory review various reports concerning monies processed, i.e., daily receipts, fees and assessments; recording various legal documents and transactions in a computer database; relieving on switchboard when required; serving as traffic court clerk as well as backup for payment window clerk; checking in parties for court hearings.

Knowledge areas should include skills in handling money and simple accounting as well as operating a variety of modern office equipment in processing information to prescribed formats, i.e., computers, copy machines, facsimile machines, scanners. Skill in keyboard/data entry functions. Skill in communicating effectively over telephone, fax, and other methods. Ability to understand simple oral and written instructions. Ability to sort and file alphabetically and numerically. Ability to read Standard English. Ability to serve the public with patience, tact, and integrity. Ability to establish and maintain effective working relationships with supervisor and fellow employees. Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Qualifications: High school diploma or GED; supplemented by previous occasional training or experience that demonstrates basic knowledge of court system functions, preferably in the area of juvenile justice or child support enforcement, as well as alpha and numeric filing abilities, accurate maintenance of records and customer service skills; must be comfortable with receiving and counting money; be familiar with operating computers and possess at least a basic knowledge of current office software applications such as Microsoft Outlook, Word, and Excel; or an equivalent combination of education, training, and experience.

Available benefits include: medical and dental coverage; participation in the Jefferson Parish Parochial Retirement System; paid vacation and sick leave. This position has a starting salary of \$30,597.00. An increase in the starting salary is possible based upon evidence of relevant work experience and a five percent (5%) increase in salary will be granted upon the successful completion of a six-month probationary period.

Interested parties **must** complete an employment application which is available on the Jefferson Parish Juvenile Court's website (www.jpjc.org) as well as submit a cover letter, résumé, and at least two references by current or past employers by August 15, 2025 to the individual below:

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

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