

# Job Announcement

## Law Clerk, Jefferson Parish Juvenile Court

The Jefferson Parish Juvenile Court (Harvey, La.) seeks a Law Clerk for Section B. The purpose of the position is to perform a variety of legal, clerical and research tasks to assist the assigned Juvenile Court Judge. Employees in this classification perform professional legal work. Position is responsible for participating in all stages of civil, criminal and domestic proceedings, including drafting judgments and reasons in accordance with the Judge's directions. Performs related work as required.

Primary job responsibilities include but are not limited to: Researches legal issues; reads and analyzes pertinent laws for judgments, memoranda, reasons for judgment and associated research projects. Drafts, edits and proofreads judgments, reasons and legal correspondence in accordance with Judge's directions. Reads and understands petitions, rules, opinions, motions and briefs. Reads and summarizes all pleadings. Interprets and applies laws. Prepares memoranda on research for presentation, drafts for judgments on court cases, final copies of judgment after Judge's review and pretrial and post trial memoranda; reads and analyzes updated laws and case law to determine which laws and cases will apply to, or will have an impact on the court. Briefs advance sheets of assigned cases for dissemination to the judges and other court personnel; Reviews legislative changes and assists with implementation of new court procedures necessitated by changes in legislature and case law; Confers with Judge regarding assignments and pending case issues; reviews all documents submitted to Judge to ensure compliance with applicable laws and procedures prior to obtaining Judge's signature. Advises Judge of status of cases wherein pleadings are filed requiring the Judge's signature; Accompanies Judge to courtroom during trials and hearings; attends pre-trial conferences; takes notes on court proceedings; Explains provisions of law to court personnel; Maintains and updates legal materials for the Judges and the law library; Prepares memoranda relating to issues arising in a particular section of court, which may affect the court as a whole; distributes same to other Law Clerks; Prepares memoranda to place in the court record concerning information brought to the Law Clerk's attention or phone conversations between Law Clerk and parties or counsel; Serves as liaison between attorneys and Judge; provides assistance to attorneys appearing in court; discusses problems and questions with attorneys; Performs special functions during assigned section's magistrate week, including but not limited to, taking calls and "walk-ins" from the general public who need assistance with juvenile law-related legal issues; Coordinates procedures involved in sanity hearings.

**Qualifications:** Juris Doctor Degree; Passage of the Louisiana Bar Exam and experience in juvenile law or juvenile law related issues is preferred but not required.

Excellent written and oral communication skills are essential, as is the ability to independently manage multiple tasks under strict time guidelines. Ability to serve the public with patience, tact and integrity. Ability to handle stressful situations.

The minimum starting salary for this position is dependent on the applicant's years of experience either as a law clerk or practicing attorney. From zero (0) up to five (5) years, the starting salary is \$59,976.00; from five (5) up to seven (7) years, the starting salary is \$65,852.00; and, seven (7) years or more, the starting salary is \$74,666.00. These starting salaries may be increased depending on where the applicant's experience places them on the pay scale. Also, the starting salary is subject to a five percent (5%) increase at the successful completion of a six (6) month probationary period. Available benefits include: medical and dental coverage; participation in the Jefferson Parish Parochial Retirement System; paid vacation and sick leave.

Interested parties should complete an employment application which is available on the Jefferson Parish Juvenile Court's website ([www.jpjc.org](http://www.jpjc.org)) as well as submit a résumé, cover letter, and writing sample by May 16, 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](mailto:tyler@jpjc.org)  
Phone: (504) 367-3500 ext. 887  
Fax: (504) 263-6363