



ASSISTANT CLERK I

The Louisiana Second Circuit Court of Appeal seeks an Assistant Clerk I for a career in the Clerk of Court's office. If you seek a busy and energetic workplace with room for advancement, engaging and supportive coworkers, regular holidays, generous annual/sick leave, and excellent benefits (retirement, health insurance for employees/families, dental insurance for employees/families, and free parking), then this is the job for you.

The ideal candidate for this position must possess a high school diploma and three years of progressively responsible legal work experience. Knowledge of legal terminology, court system practices and procedures are a plus. The Court prefers paralegal certification, prior experience in clerk's office environment or college degree. Additionally, the candidate must have excellent communication skills and a working knowledge of MS Word.

The minimum salary is \$36,157.00, and may be more depending on experience and qualifications.

All resumes may be emailed to employment@la2nd.org or submitted by mail to the address below. Resumes must be received by close of business on **Friday, March 14, 2025**. Any applications received after this date will not be considered.

Robin N. Jones
Clerk of Court/ Judicial Administrator
Court of Appeal, Second Circuit
430 Fannin Street
Shreveport, LA 71101

The Second Circuit Court of Appeal is an Equal Opportunity Employer