

Orleans Parish Juvenile Court

Attorney I – Law Clerk

JOB DESCRIPTION:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required.

DUTIES:

- Provide legal representation for Orleans Parish Juvenile Court by conducting research for Judges.
- Research legal issues in cases within the Court's jurisdiction, including cases involving abuse and neglect, termination of parental rights, adoption and delinquency, which may involve issues in state statutory law, case law, state and federal constitutional law or other sources of law.
- Research issues relating to Juvenile Court administration, including issues in labor and employment law, constitutional mandates, contracts and leases, public records requests, etc.
- Assist the Court in Continued Custody Hearing in delinquency cases by providing information to the Court regarding a youth's prior record, as well as giving advice on legal issues.
- Draft legal memoranda, letters, pleadings and any other documents as requested.
- Attend meetings or functions representing the Chief Judge of Orleans Parish Juvenile Court and provide reports/updates regarding same.
- Respond to Subpoenas duces tecum issued by other courts by communicating with attorneys, filing pleadings, arguing motions.
- Maintain Orleans Parish Juvenile Court Library.
- Assist in all aspects of grant writing as needed.
- Assist Clerk of Court with adoptions when requested in writing.
- Assist with law intern program, including the interview and selection process, as required. Supervise work of law interns.
- Perform any other related duties as assigned by the Judges.

JOB REQUIREMENTS AND DIFFICULTY OF WORK:

- Juris Doctorate Degree and a license to practice law in Louisiana are required. Must be in good standing with the Bar Association, preferably with two (2) years' legal experience with social welfare agencies or similar agencies, in the community.
- Must be able to demonstrate good judgment and logic in the analysis and legal interpretations of laws, rulings and opinions applicable to existing situations or cases.
- Must have solid legal knowledge, especially with regard to law and court procedures relating to youth, including the Louisiana Children's Code.
- Ability to effectively communicate orally and in writing with co-workers, supervisors, other departments, law firms/attorneys, social service agencies, probation department, other federal, state and local agencies and the public, including being sensitive to professional ethics, gender, racial and cultural diversities and disabilities.
- Ability to deal courteously and effectively with staff, associates, judges, attorneys and the public as required.
- Ability to provide public access to or maintain confidentiality of Court information and records according to state law.
- Ability to work in an efficient, timely and organized manner.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, personal conduct and dress code.
- Ability to competently serve the public with diplomacy and respect, including ability to professionally handle situations with occasional encounters with irate/hostile persons.
- Ability to properly operate standard office equipment, such as computer, typewriter, calculator, telephone, copier and fax machine.

RESPONSIBILITY:

- Incumbent performs duties according to a flexible, customary routine with priorities determined by the Judges, Fiscal Administrator and/or Judicial Administrator and service needs of the Court and the public.

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MEDICAL BENEFITS – (City of New Orleans)

Provided through UNITED HEALTHCARE CHOICE PLUS for a small monthly fee. Dependents not included, but may be added for an additional fee.

DENTAL BENEFITS – (City of New Orleans)

Basic plan at no cost provided through UNITED HEALTHCARE. Dependents not included, but may be added for an additional fee.

DENTAL BENEFITS – (Orleans Parish Juvenile Court)

Basic plan provided at no cost through HUMANA. Dependents not included, but may be added for an additional fee.

LIFE INSURANCE – (City of New Orleans)

\$10,000.00 benefit provided at no cost through UNUM Life Insurance of America.

LIFE INSURANCE – (Orleans Parish Juvenile Court)

\$10,000.00 benefit provided at no cost through COLONIAL Life Insurance.

VISION INSURANCE – (City of New Orleans)

Basic plan at no cost provide through UNITED HEALTHCARE. Dependents not included, but may be added for an additional fee.

VISION INSURANCE – (Orleans Parish Juvenile Court)

Plan provided through HUMANA. Payment of premium is by employee.

VACATION/SICK LEAVE

½ day of annual and ½ day of sick leave accumulated for each of the 26 pay periods (12 per year). Six (6) month probationary period applies to annual leave.

HOLIDAYS

Currently, 21 paid holidays (2019). Subject to change.

WORK WEEK

35.0 hours per week (8:30am – 4:00pm).

RETIREMENT PLAN

Mandatory enrollment, 4% of gross.

TUITION ASSISTANCE

Tuition assistance at Tulane University through City of New Orleans.

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APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Attorney I – Law Clerk for the Orleans Parish Juvenile Court describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all the duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes _____ No _____

If yes, please explain: _____

Applicant/Employee signature

Date

Print or Type Name