



Twenty-Fourth Judicial District Court

Office of the Judicial Administrator

Thomas F. Donelon Building

200 Derbigny Street Suite 2100

Gretna, Louisiana 70053

JOB ANNOUNCEMENT DEPUTY JUDICIAL ADMINISTRATOR (24-9132)

RECRUITMENT OPENING DATE: September 26, 2019

RECRUITMENT CLOSING DATE: October 11, 2019, 2:00 p.m.

STARTING SALARY: \$62,987 – \$81,769 depending upon experience

SUMMARY OF DUTIES:

Under general direction, the purpose of this position is to provide high level responsible professional administrative management within the Twenty-Fourth Judicial District Court. Directs the day-to-day operations of the Twenty-Fourth Judicial District Court, and assists the Judicial Administrator in the fiscal and budgetary matters for all Court Programs. Employees in this classification perform high level professional and managerial work. Position is responsible for maintaining a high degree of independence and fiscal accountability for all programs within the Twenty-Fourth Judicial District Court. This position will maintain a liaison role with key local, state and federal government officials. Performs related work as required.

Duties include but are not limited to:

Assist the Judicial Administrator in fiscal and budgetary matters for all Court Programs including but not limited to the Commissioners Department, Treatment Court Programs, Intensive Probation Services, and the Drug Lab. Monitor expenses of grants and fiscal-related budgets, compile required reports, meet with Program Directors to discuss progress and make recommendations for necessary revisions regarding fiscal matters to Chief Judicial Administrator.

Prepare purchase orders, requisitions, deposits, bank reconciliations, expense reports, and financial statements; identify and correct financial errors; post purchase orders and deposits.

Prepare Judicial Expense Fund Budget and recommend amendments as necessary.

Complete audit preparation and correspondence.

Conduct research to find available grants, writes grants which would contribute to the implementation of Court Programs and monitors the progress of grants once in place.

Identify and review available and pertinent research materials relevant to special programs and administration; identify and interview knowledgeable experts and informed personnel; observe and evaluate comparable systems, processes and research for the purpose of designing, developing and validating research related to the program's topic. Review programmatic progress reports, analyzes data and identifies trends.

Prepare plans and implementation strategies related to the Court programs. Develop a sustainability plan for special programs. Develop a system for measuring program success in reaching goals and objectives. Provide assistance in public policy recommendations regarding programs.

MINIMUM ACCEPTABLE QUALIFICATION REQUIREMENTS:

A Master's Degree in Judicial Administration, Public Administration, Finance, Accounting, or related field is preferred; or a Juris Doctor (J.D.) degree and license to practice law in Louisiana; or a Baccalaureate Degree from an accredited four-year college or university with major course work in public administration, business administration, accounting, finance, or a related field; supplemented by 5 years of experience in court administration, executive management, government accounting, finance, or a related field; or any equivalent combination of education, experience, and training. Government accounting and finance experience preferred. Must have knowledge of accounting principles and be able to work with other criminal justice partners. Must be self-motivated with excellent communication skills and the ability to establish and maintain effective working relationships with others.

MEDICAL QUALIFICATIONS

Each individual selected for employment must submit to a medical examination and found to meet the medical standards and physical demands of the position to which he or she is appointed before the appointment becomes official. The successful applicant will be required to submit to drug screening.

APPLICATION PROCESS:

Applicants must submit a letter of interest which explains: 1) why you are interested in the position; and 2) how your education, training, and previous work experience satisfies the minimum qualifications required for this position. The letter must be accompanied by the applicants' current professional resume.

Interested parties should submit a resume and cover letter no later than 2:00 p.m. on October 11, 2019 to:

careers@24jdc

or to:

Twenty-Fourth Judicial District Court
Attn: Deputy JA Position
Thomas F. Donelon Building
200 Derbigny Street Suite 2100
Gretna, LA 70053

Resumes received after that time will not be considered. Faxes and post marks will not be accepted.

ACCOMMODATION REQUESTS FROM CANDIDATES FOR COURT EMPLOYMENT

Requests for accommodation in the application process should be submitted to the Judicial Administrator's Office as far in advance of the requested accommodations implementation date as possible, and in any event, should be made no less than five business days prior to the requested implementation date. Requests for accommodation with regard to the essential functions of the position applied for should be submitted following a conditional offer of employment.

EQUAL EMPLOYMENT OPPORTUNITY

The Court's policy is to provide equal employment opportunity for all of its applicants and employees. The Court does not discriminate against any person on the basis of race, age, gender, color, physical or mental disability, medical condition (including pregnancy, childbirth, or related medical conditions), creed, national origin, ancestry, religion, union activity, organizational affiliation, political opinions, sexual orientation, family care status, veteran status, marital status, or any other basis protected by law. This policy applies to all areas of employment, including recruitment, selection, appointment, training, promotion, retention, performance evaluations, compensation, benefits, transfer, voluntary demotion, and discipline.