



## About 19<sup>th</sup> Judicial District Court

The Nineteenth Judicial District Court is one of Louisiana's 43 judicial districts and has original jurisdiction of all civil and criminal matters in East Baton Rouge Parish. There are fifteen elected judges (Division A through Division O) in the 19<sup>th</sup> JDC and four appointed commissioners.

## About the role

To perform professional legal work for a Judge performing research, reading transcripts and drafting memoranda on specific points of law. Work is performed under the direction of a Judge. Work involves the application and interpretation of established law in the preparation of legal opinions and memoranda.

## Location & commitments

- Full-time with a 35-hour work week
- Monday through Friday from 8:30 a.m. to 4:30 p.m.
- On-site in Baton Rouge, Louisiana
- Must be capable of regular and predictable attendance at a specified location in order to perform assigned responsibilities.

## Responsibilities

- Evaluates any and all motions and pleadings as directed by the Court.
- Maintains all records on all pre-sentence investigations ordered by the Court.
- Screens letters, memos, reports and other materials to determine action required.
- Evaluates all applications for expungements, reconsideration of sentences, Boykin transcripts, etc. and takes the appropriate action as determined by the Judge.
- Prepares Judge's docket for upcoming day.
- Attends status conferences and plea negotiations with Judge and appropriate attorneys.
- Prepares jury instructions when required.
- For a civil court's "motion day," which is every Monday, reviews all memoranda received.
- Research pertinent and applicable law; drafts narrative of the facts, issues and law, along with recommendation for the Judge.
- Reviews all judgments submitted to verify they conform to the minute entry and actual ruling made by the court.
- Notifies attorneys of errors or objections to pleadings.
- Occasionally prepares speeches and seminar materials.
- Reads trial court transcripts records and evidence, check authorities and citations and conduct research in the preparation of judicial opinions under the Judge's direction.
- Maintains continuing legal education requirements and review advance sheets relative to changes in law.
- Maintains office law library.
- Researches and prepares memoranda for judicial opinions taken under advisement.

- Serves as a liaison with the Supreme Court and the First Circuit Court of Appeal on pending cases.
- Prepares each week for Rule day: reading memoranda, researching pertinent issues and recommending action needed for proper adjudication
- Serve as a liaison with the general public

## Candidate requirements

- Knowledge of the statutory and constitutional laws of Louisiana, established precedents and sources of legal reference.
- Knowledge of civil and/or criminal codes and applicable procedures and rules of evidence.
- Knowledge of federal constitutional law.
- Skill in communicating clearly, concisely and persuasively, both orally and in writing.
- Ability to establish and maintain effective working relations with judges, attorneys and other members of the legal and other professions as necessary in the work of the Court.
- Ability to conduct legal research using computers (Westlaw, Premise), as well as traditional methods.
- Ability to apply legal principles and specialize

## Desirable Qualifications

**Education and Experience:** A juris doctorate is required for this position.

## Salary and Benefits

\$45,000 - \$55,000

- Dental insurance
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

## Contact us to apply

If you are interested in this opportunity, email a cover letter and resume to the [hr@19thjdc.org](mailto:hr@19thjdc.org)