



## *Twenty-Fourth Judicial District Court*

*Office of the Judicial Administrator*

*Thomas F. Donelon Building*

*200 Derbigny Street Suite 2100*

*Gretna, Louisiana 70053*

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### **JOB ANNOUNCEMENT HEARING OFFICER (24-9556)**

RECRUITMENT OPENING DATE: August 17, 2020

RECRUITMENT CLOSING DATE: August 28, 2020; 2:00 p.m.

SUMMARY OF DUTIES:

Under direction, the purpose of the position is to conduct hearings and make recommendations to the Court on the establishment and enforcement of support, custody, community property and other domestic orders, the imposition of fines, and other appropriate legal action. Employees in this classification perform professional work. Position is responsible for determining facts, recommending solutions, and preparing orders and judgments. Performs related work as required.

Duties include but are not limited to:

Conducts hearings including the questioning of witnesses, determination of facts, and resolution of factual disputes and legal issues presented; prepares minute entries which summarize proceedings.

Reviews Court records to determine appropriate legal/Court actions; reviews reports from schools, probation officers, screeners, police and Court monitors to determine appropriate judicial response; recommends enforcement methods for support delinquency.

Recommends and/or prepares orders/judgments; signs orders to set or continue hearings; issues and recalls attachments and warrants.

Assesses and defines problem behavior; recommends and assists in the implementation of appropriate solutions.

Provides guidance to the Hearing Officer's secretary and Court Minute Clerk.

Maintains current knowledge of laws pertaining to assigned area; communicates with Attorneys, Judges, social workers and other professionals during hearings.

Performs legal research.

### MINIMUM ACCEPTABLE QUALIFICATION REQUIREMENTS:

Juris Doctor degree; supplemented by five (5) years previous experience and/or training involving case management and family law; or an equivalent combination of education, training, and experience.

The domestic hearing officer shall be a full-time or part-time employee of the court and shall be a member in good standing of the Louisiana State Bar Association who has practiced law for a minimum of five (5) years in a practice in which at least fifty (50%) percent of his or her case load involves domestic cases.

The successful applicant will be required to submit to and pass a background check.

### 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.

The selected potential employee will be required to submit to and pass a background check and 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 August 28, 2020 to:

[careers@24jdc.us](mailto:careers@24jdc.us)

or to

Twenty-Fourth Judicial District Court

Attn: Hearing Officer

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.