

**SECOND PARISH COURT CHIEF JUDICIAL ADMINISTRATOR POSITION**

Minimum Qualifications: Juris Doctorate or Master's degree in Public Administration, Business or Judicial Administration, or closely related field; supplemented by seven (7) years of experience in a legal setting which includes personnel, budget, data processing and public relations experience; or an equivalent combination of education, training, and experience. Send Resume and Cover letter to: Darlene Ribando, Chief Judicial Administrator, Second Parish Court, 100 Huey P. Long Ave., Gretna, LA 70053 Phone: (504)364-2800 Fax: (504)364-3849 by Friday, September 9, 2022 at [Darlene@jeffparishcourts.com](mailto:Darlene@jeffparishcourts.com).

**SECOND PARISH COURT DEPUTY JUDICIAL ADMINISTRATOR POSITION**

Minimum Qualifications: Juris Doctorate or Master's degree in Public Administration, Business or Judicial Administration, Human Resources, or closely related field; supplemented by three (3) years of experience in court administration, executive management, human resources, payroll, or social work; or any equivalent combination of education, training, and experience. Send Resume and Cover letter to: Darlene Ribando, Chief Judicial Administrator, Second Parish Court, 100 Huey P. Long Ave., Gretna, LA 70053 Phone: (504)364-2800 Fax: (504)364-3849 by Friday, September 9, 2022 at [Darlene@jeffparishcourts.com](mailto:Darlene@jeffparishcourts.com).