

SECRETARY

The Jefferson Parish District Attorney's Office is actively seeing candidates to fill secretarial positions in various departments. Secretaries perform duties that include clerical work requiring specialized knowledge of departmental operations and have a working knowledge of various computer databases and software. Secretaries are responsible for typing, filing, data entry, preparing and tracking reports and recording data.

Generally, secretaries' job functions include:

- Preparing, copying and filing various pleadings and correspondence;
- Tracking, monitoring and reviewing cases and generating case reports;
- Performing data entry in the District Attorney's Office case management databases; and,
- Preparing documents for disclosure to defense attorneys.

It is preferred that applicants have a working knowledge of legal and court terminology, federal and state laws, and local ordinances.

At a minimum, candidates are required to have a high school diploma or GED. Experience with secretarial duties in a legal setting is preferred.

COMPENSATION

Compensation for this position is dependent on experience and training. The Jefferson Parish District Attorney's Office provides benefits to full-time regular employees, including paid sick and vacation leave, paid holidays, health/dental/vision benefit plans for employees and dependents. Additionally, retirement benefits are available to employees, including a pension through the Parochial Employees' Retirement System of Louisiana, as well as participation in a deferred compensation program.

All offers of employment will be contingent upon successful completion of a preemployment drug screening, background check and reference review.

The Jefferson Parish District Attorney's Office provides equal employment opportunities to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Discrimination of any type will not be tolerated.

Date of job posting: Wednesday, March 18, 2026

