



Twenty-Fourth Judicial District Court

Office of the Judicial Administrator

Thomas F. Donelon Building

200 Derbigny Street Suite 2100

Gretna, Louisiana 70053

JOB ANNOUNCEMENT

COLLECTIONS OFFICER – COLLECTIONS UNIT (24-9581)

RECRUITMENT OPENING DATE: March 11, 2019

RECRUITMENT CLOSING DATE: March 22, 2019, 2:00 p.m.

STARTING SALARY: \$32,060 annually, depending on experience

SUMMARY OF DUTIES:

Under general direction, the purpose of this position is to assist in the enforcement of collecting Criminal fines and fees as ordered by the 24th Judicial District Court. Incumbent of this position is responsible for setting up payment schedules in criminal matters and collecting payments of all criminal cases.

MINIMUM ACCEPTABLE QUALIFICATION REQUIREMENTS:

Bachelor's degree from an accredited college or university, supplemented by one (1) year previous experience and/or training involving collections; or an equivalent combination of education, training and experience. Banking, cash handling, or accounting experience preferred.

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 March 22, 2019 at 2:00 p.m. to:

Twenty-Fourth Judicial District Court
Attn: Collections Officer Position
Thomas F. Donelon Building
200 Derbigny Street Suite 2100
Gretna, LA 70053
Or email to careers@24jdc.us

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.