



PARISH OF CADDO
Department of Human Resources
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:

Equal Opportunity Employer

POC employees have 5 days from date of posting to apply.

PERSONNEL CLASS SPECIFICATION

REVISED: 03/01/2004

JOB TITLE: Assistant Parish Attorney

DEPARTMENT: Parish Attorney's Office

FLSA Status: Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$32.49 - \$48.87

GRADE: 55

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Assists the Parish Attorney in ensuring all business is conducted within the scope of the law while serving as legal counsel to the Parish Commission, Parish Administrator and all offices and departments of the governmental unit of the Parish of Caddo.
- Manage employees within the Department to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained.
- Work with Administration, other Directors, and other Departments to foster and effective Team Spirit within the Parish Administration Leadership Team.
- Represents the parish in person in litigation to which the parish is a party or has any interest.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- Juris Doctor Degree. License to practice law in Louisiana and actively practice law in Louisiana for at least three (3) years immediately preceding appointment. Experience in public law preferred.
- Must have a valid driver's license.
- The ability to plan, initiate and execute procedures and policies.
- Analytical mind to solve and properly explain, verbally and in writing with persons at all levels.
- Highly developed understanding of management and fiscal principles.
- Ability to establish and maintain harmonious working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.