



# Traffic Court Coordinator | 19<sup>th</sup> Judicial District Court

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## About 19<sup>th</sup> Judicial District Court

The Nineteenth Judicial District Court is one of Louisiana's 43 judicial districts and has original jurisdiction of all civil and criminal matters in East Baton Rouge Parish. There are fifteen elected judges (Division A through Division O) in the 19<sup>th</sup> JDC.

## About the role

Under the general direction of the Judicial Administrator, this at-will position oversees the daily Traffic Division operations including supervising of Traffic Office and Traffic Court, attends Traffic Court and Traffic Call Out as necessary, creates and maintains traffic calendars and forms, maintains Court dockets and records, communicates with the Judges of the 19<sup>th</sup> JDC, the District Attorney's Office, and community partners, and participates in/hosts Community Court events.

## Location & commitments

- Office of the Traffic Division, 19<sup>th</sup> Judicial District Court in Baton Rouge, Louisiana
- Full-time with a 35-hour work week
- Monday through Friday from 8:30 a.m. to 4:30 p.m.
- Occasional work outside of normal business hours may be required

## Responsibilities

- Create window shift schedules, lunch schedule, and general office management.
- Review and submit time sheets for Traffic Clerks
- Resolve all escalated customer issues and complaints.
- Prepare Court docket and attend Traffic Court daily. Assist with processing minutes and submitted documents.
- Create yearly Traffic Court schedule with the District Attorney's Office and Traffic Court Judge.
- Resolve requests from the District Attorney's Office regarding traffic cases.
- Review submitted Motions and prepare/provide to the Traffic Court Judge.
- Schedule Interpreters for Traffic Court and process payment vouchers.
- Create and maintain informational documents for employees and defendants.
- Review booking list daily for active traffic warrants and prepare the docket for Traffic Call Out. Attend Traffic Call Out when necessary.
- Maintain the Online Portal and process reassignment requests and compliance.
- Reassign and subpoena all defendants and victims for Court events affected by Court closures.

## Candidate requirements

**Education and Experience:** High School diploma is required and a minimum of three (3) years' experience in a Customer Service role is desired; Experience in employee supervision is desired. **Experience:** Microsoft Office Suite highly desired.

**Salary** Starting at \$35,000 per year plus benefits.

**To apply** E-mail a cover letter and resume to [GROBICHAUX@19thjdc.org](mailto:GROBICHAUX@19thjdc.org)