

## **DIVISION OF ADMINISTRATIVE LAW – ADMINISTRATIVE LAW JUDGE OPENING**

To apply for this vacancy, go to [www.civilservice.la.gov](http://www.civilservice.la.gov) and complete an electronic application (SF-10) which can be used for this vacancy as well as future job opportunities. **No Civil Service test score** is required in order to be considered for this vacancy.

In addition to the SF-10, applicants are asked to scan and attach the following: 1) a statement of the date(s) of admission to the LSBA or other state bars; 2) a resume; 3) a sample of your own legal writing; and 4) a letter detailing your experience. If you are unable to apply on-line, or scan and attach these documents, please mail them to:

Tiffani D. Hawkins  
Human Resources Analyst  
Department of State Civil Service  
P.O. Box 94111  
Capital Station  
Baton Rouge, LA 70804-9111

Or fax to (225) 342-0966, [Tiffani.Hawkins@la.gov](mailto:Tiffani.Hawkins@la.gov)

### **SPECIAL NOTES AND QUALIFICATIONS:**

**A MINIMUM of ten years' experience practicing law is required; no exceptions. Applicants must have a license to practice law in Louisiana, and be a resident of Louisiana.** Please indicate on your application that you have a license to practice law in Louisiana.

Statewide travel is required. Use of your personal vehicle may be required. Proof of liability insurance and a LA driver's license required.

**Desirable qualifications:** Experience with administrative hearings, trial practice or judge. This job is a full-time, 5 days per week, minimum 40 hours per week, Civil Service job as an Administrative Law Judge, located at the Division of Administrative Law's Baton Rouge office. An outside law practice is restricted and very limited. Statewide travel is required. Use of your personal vehicle may be required. Proof of liability insurance and LA driver's license required.

You must pass a fingerprint criminal background check, a drug test, review of any LA Ethics Board actions, and LSBA disciplinary counsel review, and a drivers' license record review. You must be willing to file public disclosures of your personal and family finances if you are randomly selected to serve on the Ethics Adjudicatory Board. The selected candidate will be required to serve a two year probationary period.

Base pay is \$86,944, plus hourly special pay, up to about \$6,000 depending upon actual hours worked. State benefits package included.

For further information about this vacancy contact: Ms. Vivian Guillory, General Counsel, (225) 219-9982. Learn more about DAL at [www.adminlaw.state.la.us](http://www.adminlaw.state.la.us). See LA R.S. 49:991-999