

**Civil Service Attorney for Limited Matter
(with potential for additional limited representation)
Salary: Per hour rate commensurate with experience.**

Minimum Qualifications:

Possess a degree in law from an accredited college or university, and licensed to practice law in Louisiana state courts and federal courts. Professional shall have experience in the area of employment and personnel law. Professional shall be familiar with federal, state, and local laws and regulations (including civil rights and equal employment opportunity regulations) pertinent to public employment and public civil service management. Professional shall provide a certificate of good standing from the Louisiana Bar Association.

Scope of Services:

The City of Alexandria (COA) is accepting qualifications, information and proposals for a highly responsible and specialized professional in all areas of Civil Service Commission and Civil Service Department activities involving legal and quasi-legal questions and problems when a conflict arises for the City Attorney's office. The work includes the receipt and processing of appeals to the Civil Service Commission, including, but not limited to, the taking of testimony for Commission review, serving as the appeals referee, providing research to assist the Commission in its policy and decision making functions, and coordinating and cooperating with the City Attorney's office in matters involving legal questions and litigation of mutual interest. The professional will also be responsible for consulting with and rendering advice to the Civil Service Director and his/her staff relative to Civil Service legal considerations.

**Accepting letters of interest and resumes:
July 31, 2024 – August 16, 2024**

Must submit a certificate of good standing from the Louisiana Bar Association by August 22, 2024

Resumes for the advertised position may be submitted to the Civil Service Office located at 625 Murray Street, 3rd Floor, Alexandria, LA 71301 or sent via email to civilservice@cityofalex.com. You may contact the Civil Service Department at (318) 449-5078.