



STATECIVILSERVICE

**JOB AIDS AND RESOURCES**  
Delegation with Order of Succession

PARISH OF EAST BATON ROUGE  
STATE OF LOUISIANA

DELEGATION OF APPOINTING AUTHORITY

BEFORE ME, the undersigned Notary, personally came and appeared:

\_\_\_\_\_

who, after being duly sworn by me, did depose and say:

That he is the Assistant Secretary for the Office of \_\_\_\_\_ in the Department of \_\_\_\_\_;

That as such and pursuant to LSA-R.S.36:\_\_\_\_\_, he is the appointing authority for all employees in that Office;

That, in the event of his absence or inability to perform his duties, he delegates appointing authority for employees over whom he has appointing authority in the following order of succession:

*[Insert job titles of successors here, for example: Deputy Assistant Secretary, General Counsel, Human Resource Director, etc.]*

Thus done and passed in my office in Baton Rouge, Louisiana, in quadruplicate originals, before the witnesses whose signatures appear below, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Witness #1

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Witness #2

\_\_\_\_\_  
Notary Public