



**THE HONORABLE JOY R. PARKS
CHIEF JUDGE, SUPERIOR COURTS
ENOTAH JUDICIAL CIRCUIT of GEORGIA**

325 Riley Road, Room 212
Dahlonega, GA 30533

Telephone: 706-482-2512
Facsimile: 706-482-2522

ENOTAH JUDICIAL CIRCUIT SEEKING LAW CLERK

Essential Functions: Assist superior court judges in a four-county circuit with all aspects of civil and criminal cases, including the following duties:

- Perform legal research and examine briefs, case records, and legal authority.
- Draft memoranda and recommend the disposition of cases.
- Under the direct guidance of the judge, decisions, orders and other documents are drafted for the judge's review and approval.
- Review divorce, adoption, legitimation and other petitions for compliance with requirements.
- Communicate with counsel regarding procedural requirements.
- Prepare civil and criminal jury charges.
- Brief the judge on various legal issues and assist the judge while he/she is on the bench.
- Coordinate and communicate with counsel and other state and local agencies.
- Keep current with changes in the law and ensure that judges are informed of the same.
- Facilitate orderly case management and court proceedings.
- Other duties as assigned by the judge.
- A staff attorney may practice law but may not represent anyone or any matter that may appear in the Enotah Circuit Superior Court or a lesser court of the Enotah Circuit.

Qualifications: Candidates must have a Juris Doctor degree and be active members of the State Bar of Georgia or eligible to sit for an upcoming Georgia bar exam. Candidates should be proficient in performing legal research, possess strong analytical and communication skills, a strong work ethic, an understanding of the importance of confidentiality in highly sensitive matters, a positive attitude, and the ability to work well independently and as a team member. Law Clerks are not permitted to engage in secondary employment law practices.

Salary: \$65,000 plus state benefits

Travel: Travel within and minimal travel out of the circuit. The Enotah Judicial Circuit comprises Lumpkin, Towns, Union and White counties.

Deadline: Please submit a cover letter, resume, and writing sample to mmcdonald@georgiacourts.gov. The position is open until filled.