



MOUNTAIN JUDICIAL CIRCUIT SEEKING LAW CLERK

Hon. Carlton H. Jones III is seeking a law clerk to assist with all aspects of civil and criminal cases in a busy multi-county circuit in North Georgia. This position will be an “in person” position, with the ability for occasional remote work as approved by the judge. Duties include, but are not limited to:

- Perform legal research, examine briefs, case records and legal authority.
- Draft memoranda and engage in discussions with judge regarding disposition of cases. Under direct guidance of the judge, drafts decisions, orders, and other documents for judge’s review and approval.
- Review divorce, adoption, legitimation and other petitions for compliance with statutory requirements.
- Communicate with counsel regarding procedural requirements.
- Prepare and review proposed civil and criminal jury charges.
- Brief judge on various legal issues and assist judge while he is on the bench.
- Coordinate and communicate with other court staff, other state and local agencies.
- Review legal opinions and various legal publications for research purposes. Stay current with changes on relevant laws, regulations, and court processes and procedures, and ensure that judges are informed of same.
- Facilitate orderly case management and court proceedings, with the ability to identify and ensure emergency issues are addressed in a timely and appropriate manner.
- Other duties as assigned by the judge.

Qualifications: Candidates must have a Juris Doctorate degree from an accredited college or university and must be an active member 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, 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 collaboratively as a member of a team.

Salary: \$64,120 plus state benefits package (combination of state salary and local county supplement).

Location: The Mountain Judicial Circuit is comprised of four counties – Banks, Habersham, Rabun and Stephens. While Judge Jones’ chambers are located in Habersham County, travel to other counties within the circuit to attend various court proceedings is expected.

Deadline: Seeking applications for an early August 2026 start date. Interested applicants should send resume, writing sample, and cover letter to Court Administrator Maggie Rickman at mrickman@habershamga.com.