

The Henry County Solicitor-General's Office has an immediate opening for an assistant solicitor-general. An assistant solicitor-general (ASG) prosecutes misdemeanor violations in the State Court of Henry County.

Duties and responsibilities include, but are not limited to, the investigation and preparation of cases for trial, representing the state in all stages of court proceedings and performing additional tasks relating to the function of the department as assigned by the solicitor-general. ASG should demonstrate considerable knowledge of state laws, court proceedings and rules of evidence, as well as the policies and procedures of the Solicitor-General's Office. ASG must show an ability to communicate and work with the public, judges and court personnel. ASG must have adequate oral and written communication skills. Work is performed in an office and in a courtroom, sometimes for long periods. Intermittent sitting, standing, walking and occasional lifting of light objects are necessary functions of the position.

Preferred Qualifications: A Juris Doctorate is required. An ASG must be a member in good standing with the State Bar of Georgia. Prosecution experience is preferred, but not required. Candidate should be able to pass a criminal background check.

Starting Salary is DOQ.

Please send your resume, cover letter, and any references to:

Pamela M. Bettis  
Solicitor-General  
Henry County Solicitor-General's Office  
Attn: Michele Crankshaw, Legal Office Administrator  
One Judicial Center, Suite 350  
McDonough, GA 30253

Or

[hcsbg@co.henry.ga.us](mailto:hcsbg@co.henry.ga.us)