



## **NORTHEASTERN JUDICIAL CIRCUIT SEEKING STAFF ATTORNEY/LAW CLERK**

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

- Perform legal research, examine briefs, case records and legal authority.
- Draft memoranda and recommend disposition of cases. Under direct guidance of the judge, draft decisions, orders, and other documents 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 judge on various legal issues and assist 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 the judge is informed of the same.
- Facilitate orderly case management and court proceedings.
- Other duties as assigned by the judge.

**Qualifications:** Candidates must have a Juris Doctorate degree 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 as a member of a team.

**Salary:** \$86,491.86

**Location:** The Northeastern Judicial Circuit is comprised of two counties – Hall and Dawson. The successful candidate will assist Judge Jason Deal, whose home office is in Hall County. However, the home office of the Law Clerk is flexible. At the direction of the judge, travel within the circuit to attend various court proceedings is expected.

**Deadline:** Please submit cover letter, resume, and writing sample to [renae.briscoe@nejcga.gov](mailto:renae.briscoe@nejcga.gov). Position is open until filled.