

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually written out in this job description.

Position Title: Staff Attorney

Department: State Court Judge

SUMMARY: The staff attorney position will assist the State Court Judges in researching issues before the court and in drafting a variety of legal memoranda and opinions for review. Additionally, this position will be responsible for researching, compiling, comparing and organizing legal documents for judges, along with assisting during court proceedings. The staff attorney shall also assist the judges in making legal determinations. The staff attorney must display a professional and mature demeanor at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties include but are not limited to:

- Maintaining confidential files
- Researching issues before the court
- Providing drafts of opinions/memos/orders based on sound research
- Maintaining electronic copies of research and drafted opinions/memos/orders as directed
- Participating in the formation of case law
- Assisting judges during courtroom proceedings
- Timely attending court sessions to observe oral arguments and take notes on the same
- Interacting with chambers staff, court personnel, prosecutors, public defenders, counsel, litigants and the public in accordance with applicable legal and ethical rules
- Assisting the Judges with settlement conferences and discovery disputes
- Reviewing briefs submitted by the parties and providing judges with concise summaries of the same
- Verifying cited legal authority
- Providing drafts of concise, well-researched legal documents including, but not limited to trial notebooks, jury charges, memoranda, opinions and orders
- Researching and analyzing complex legal issues in civil and criminal cases
- Summarizing and advising the judge and legal staff on the facts and legal issues of a case prior to oral argument
- Providing education and support as to legal issues affecting State Court business across departments which regularly engage with State Court as permitted and directed
- Drafting letters, email correspondence and providing timely responses to telephone messages
- Maintaining chambers library
- Making recommendations regarding the disposition of appeals
- Keeping abreast of changes in the law
- Reviewing dockets of pending litigation and make recommendations on scheduling as needed
- Reviewing complaints, petitions, motions or pleadings
- Performing other duties as assigned

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM EDUCATION and/or EXPERIENCE:

- **REQUIRED:** Current membership in the State Bar of Georgia
- Five years professional and legal experience preferred

ELIGIBILITY REQUIREMENTS:

- Must be 21 years of age or older

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possess and maintain a valid U.S. Driver's License (Class C) and a satisfactory motor vehicle record (MVR)

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to identify and analyze legal issues, conduct independent research of legal issues (to include case law, statutes, court rules, local ordinances and rules), and to apply legal principles and research to case facts and forming a legal opinion
- Ability to prepare and present legal analyses and recommendations for judicial action, both verbally and in writing
- Ability to confer with and advise judicial officers, attorneys, court support staff, litigants, and the public on procedural and substantive legal issues
- Ability to handle sensitive/confidential matters with finesse and discretion
- Ability to coordinate work and collaborate with others
- Ability to recognize and respect limit of authority and responsibility of the law clerk role
- Ability to work in an environment with conflicting priorities, multiple tasks and deadlines
- Skill in the use of computer for legal research, word processing and communication by email
- Skill in assisting the judges in anticipating legal issues and evidentiary and/or procedural problems in cases ripe for trial
- Skill in preparing opinions/memos/orders on civil and criminal motions
- Skill in proactively managing civil and criminal dockets to provide an efficient process for litigants
- Ability to test legal theories in motions, briefs, memoranda of law and petitions submitted to judges
- Skill in drafting grant applications and/or contracts for private probation companies and other vendors
- Ability to act as a liaison between prosecutors, public defenders, private attorneys, pro se litigants and the general public in accordance with applicable legal and ethical rules

- Knowledge of or ability to learn applicable federal, state, and local codes and ordinances, laws, rules and regulations as they relate to each case
- Knowledge of business English, spelling, grammar and legal terminology, and legal systems of citation
- Knowledge of court systems, rules, practices and procedures; legal terminology, systems of citation, documents, regulations, and state laws related to State Court
- Ability to work independently in the absence of specific instructions or direct supervision in a manner that is orderly and productive
- Knowledge of modern court/legal office practices, methods and equipment
- Skill in performing tasks which require attention to detail and completing assigned tasks accurate efficiency
- Skill in planning, prioritizing, and organizing work; ability to handle multiple work assignments and deadlines efficiently, accurately, and professionally
- Skill in the use of personal computers, MS Office Suite, databases, spreadsheets and word processing; typing and entering data into a computer system accurately and efficiently
- Ability to apply common sense to understand, follow and apply the law
- Ability to communicate and interact clearly and effectively with all those contacted in the course of work in a professional and courteous manner, both orally and in writing; establishing and maintaining effective, professional and cordial working relationships
- Ability to handle confidential information professionally and to exercise discretion in performing assigned job duties; inability to maintain confidentiality will be grounds for dismissal
- Ability to make sound, independent decisions within policy guidelines by exercising good judgment and intelligent situation-assessment
- Ability to read and comprehend a variety of documents, memos, instructions, correspondence and policies
- Ability to remain composed, professional and pleasant in a stressful, fast-paced, high-volume environment
- Ability to resolve routine and non-routine problems and complaints by applying or adapting established policies and procedures
- Ability to work collaboratively in a team environment toward common goals

TOOLS AND EQUIPMENT USED:

Personal computers	Photocopiers	Fax machines	Calculators
Telephones	Scanners	Assorted Modern Courtroom Equipment	

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by any employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl

- The employee must occasionally lift objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials; Frequent use of computers to perform research, communicate with others and prepare typed documents
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in an office environment
- The noise level in the work environment is usually moderate

APPLY:

Send resume to abowen@douglascountyga.gov.

The details listed above are intended only as illustrations of the various elements of this position and the work that may be performed. The omission of specific statements does not exclude them if their nature is similar, related, or a logical extension of the position.