

SUPERIOR COURT OF DEKALB COUNTY

404-371-4901

FAX 404-371-2002

Judicial Branch Vacancy

Judicial Law Clerk, Sr.

(position will provide support to 10 Superior Court Divisions)

Annual Salary Range: **\$66,718 - \$103,412**

Closing Date: until filled

Benefits: 10 paid holidays; 15 days vacation; 13 days sick leave; medical group insurance options; pension plan; deferred compensation plan.

Physical Ability: Successful completion of a job related physical examination by a County Examining Physician is required. DeKalb County does not discriminate on the basis of disability.

MINIMUM REQUIREMENTS: Juris Doctorate degree with at least three years of experience as a judicial law clerk or related position in the legal field. Must be an active member of the State Bar of Georgia.

ESSENTIAL FUNCTIONS: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned. Provides legal research pertaining to cases adjudicated by the court, drafting orders, memoranda and correspondence. Serves as liaison between the judiciary, attorneys and litigants/defendants. Reviews, analyzes and responds to post conviction inmate mail; Conducts research into state and federal laws, reviews case files including exhibits and depositions, outlines pertinent details and composes findings in the form of orders; attends court proceedings and assist the judges as requested. Maintains knowledge of applicable federal, state, and local laws; attends various meetings, seminars, workshops and conferences to keep abreast of changes in current law; review higher court decisions; reads various periodicals and other publications; maintains system for review of motions to ensure timely decision by the court; provides information to attorneys, inmates and the public at large relating to court procedures and the legal process within boundaries as set forth by law;

Work Schedule: Employee may be required to work regularly on various shifts as deemed necessary by the Superior Court Bench.

Send resume, including references and salary history, to cwmccumb@dekalbcountyga.gov, or to Cathy McCumber, Superior Court Administrator, Rm 410, DeKalb County Courthouse, Decatur, Georgia 30030.