



Supreme Court
State of Georgia
NATHAN DEAL JUDICIAL CENTER
Atlanta 30334

HIRING ANNOUNCEMENT

CAREER CENTRAL STAFF ATTORNEY SUPREME COURT OF GEORGIA

The Supreme Court of Georgia is accepting applications for the position of **Central Staff Attorney** to begin work as soon as possible. Background information about the Georgia Supreme Court may be found at www.gasupreme.us.

Duties: Career Central Staff Attorneys assist the Court with its extensive workload. A member of the Central Staff team is responsible for preparing memoranda evaluating certiorari petitions and habeas corpus applications, analyzing jurisdictional issues, making recommendations in attorney discipline matters, as well as capital matters as needed.

Requirements and Preferences: OCGA § 15-2-19 requires attorneys to be admitted to the State Bar of Georgia within one year of employment. Other minimum requirements include graduation from an accredited law school with strong academic credentials, demonstrated writing and analytical abilities, and great integrity and character. Prior experience as a judicial law clerk is preferred.

Selection Criteria: Excellent legal research, writing, and analytical skills. Ability to work independently and within a team, manage a large caseload, meet deadlines, work and communicate effectively with the Justices and their staff, and maintain confidentiality.

Salary: The salary range is \$101,270–\$138,741, commensurate with experience.

Benefits: State employee benefits include paid vacation, paid sick days, paid state holidays, subsidized health and other insurance, flexible spending account, and a combination Defined Benefit (pension) and 401(k) savings plan with an escalating employer match.

Remote Work: Telework will be available after an initial training period. The availability of telework will always be at the discretion of the supervising Justice, and some duties of the position are not amenable to telework.

Non-discrimination: The Court is an equal opportunity employer that does not discriminate or tolerate discrimination or harassment on any basis prohibited by law.

To apply, send an email to resume@gasupreme.gov with the subject line: Central Staff Attorney.

Attach the following materials to the e-mail as one PDF file: (1) cover letter, including a statement of interest; (2) resume including your GPA and class rank in law school and in undergraduate studies; (3) a writing sample (not heavily edited by others); (4) a law school transcript; and (5) a list of three references (judges, lawyers, or law professors).

Applications will be considered, and interviews will be scheduled as warranted on a rolling basis until the position is filled.