



POSITION VACANCY ANNOUNCEMENT

Position: Law Clerk (FT)
Starting Salary: \$64,120 annual
Posting Date: February 25, 2026

Department: Superior Court
FLSA Status: Non-Exempt
Closing Date: March 25, 2026

Job Summary:

Chief Superior Court Judge William R. Oliver is seeking a motivated, professional full-time Law Clerk to join our team in the Mountain Judicial Circuit, assisting one Superior Court Judge with all aspects of civil and criminal cases in a busy multi-county circuit in North Georgia. This position will be an “in person” position, with the ability for occasional remote work as approved by the judges.

The Mountain Judicial Circuit is comprised of four counties – Banks, Habersham, Stephens, and Rabun. The successful candidate will assist one superior court judge who regularly presides in each county. At the direction of the judge, travel to all counties within the circuit to attend various court proceedings is expected.

Major Duties:

- Perform legal research, examine briefs, case records, and legal authority.
- Draft memoranda and engage in discussions with judge regarding disposition of cases. Under direct guidance of the judge, drafts decisions, orders, and other documents for judge’s review and approval.
- Review divorce, adoption, legitimation, and other petitions for compliance with statutory requirements.
- Communicate with counsel regarding procedural requirements.
- Prepare and review proposed 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.
- Review legal opinions and various legal publications for research purposes. Stay current with changes in relevant laws, regulations, and court processes and procedures, and ensure that judges are informed of same.
- Facilitate orderly case management and court proceedings, with the ability to identify and ensure emergency issues are addressed in a timely and appropriate manner.
- Other duties as assigned by the judge.

Minimum Qualifications:

- Candidates must have a Juris Doctorate degree from an accredited college or university 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 collaboratively as a member of a team.
- This is an entry-level position; however, previous experience is preferred.
- This position does qualify for Habersham County benefits and retirement package.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

To Apply: Interested applicants should send an email to Court Administrator Maggie Rickman at mrickman@habershamga.com. In the subject line of the email, please indicate “Law Clerk Application.” Attach the following materials as separate PDF files: 1) cover letter, 2) resume, and 3) writing sample.