

**IMMEDIATE OPENING FOR SUPERIOR COURT LAW CLERK
FOR JUDGE LAYLA H. ZON
SUPERIOR COURT OF NEWTON AND WALTON COUNTIES
ALCOVY JUDICIAL CIRCUIT**

JOB DESCRIPTION:

The Law Clerk is an employee of Newton County and receives an annual salary of \$88,097.84 plus a full benefits package from Newton County. All of the Law Clerk's professional memberships in state and local bar associations and continuing legal education expenses are also paid by Newton County. This position requires a two-year commitment, excellent legal writing skills, and an ability to work well with all other members of the legal community, including all other courthouse employees and members of bar and the public. In addition to being a graduate of an ABA-accredited law school, each applicant must be either a member in good standing of the State Bar of Georgia or a candidate sitting for the February 2026 Bar Examination.

The Law Clerk has five (5) primary areas of responsibility: legal research and writing, jury charges, approving domestic relations pleadings, preparing civil calendars and occasionally conducting tours of the Newton County and Walton County court facilities with school children. The Law Clerk's research and writing responsibilities are tracking pending motions, researching the applicable law, and drafting a memorandum of law for the Judge's review. The Law Clerk's jury charge responsibility is drafting the jury charge in all jury trials. The Law Clerk reviews and approves for the Judge's signature all uncontested divorces and all adoption pleadings. This position with Judge Zon offers the recent law school graduate practical experience working in a general jurisdiction trial court and seeing the challenges of a trial judge and trial attorneys first hand.

The Alcovy Judicial Circuit is comprised of Newton and Walton Counties. These two (2) quickly growing counties are on the eastern fringe of metro Atlanta. Judge Zon's office is located in Covington, the county seat of Newton County, but Judge Zon conducts court equally in Newton County and in Monroe, the county seat of Walton County. The Law Clerk spends most of his/her time in the Covington office but will typically attend court with the Judge in both counties. In court the Law Clerk will take notes, draft orders after hearings, and proofread criminal sentences prepared by the District Attorney.

If you are interested in this position, please send your resume, cover letter and 3 references to: Kristi Bradford, Judicial Assistant to Judge Layla H. Zon, Email: kristi.bradford@georgiacourts.gov