

ATLANTIC JUDICIAL CIRCUIT
Law Clerk/Staff Attorney Position

Job Summary

- Under the supervision and guidance of the five Superior Court judges, the law clerk/staff attorney assists the judges in performing various legal work that involves research and legal writing. In addition, the law clerk/staff attorney performs other related work as assigned by the judges to ensure adequacy and correctness. State-paid law clerks/staff attorneys are not permitted to engage in secondary employment law practices.
- One position available.

Salary

- \$80,140.00 annual salary
- State benefits

Qualifications

- Graduation from an accredited law school.

Location & Travel

- Primary office will be located in Atlantic Judicial Circuit. Occasional travel will be required to other counties within the circuit (Bryan, Evans, Liberty, Long, McIntosh and Tattnall)

Essential Functions

- Performs legal research and analysis.
- Prepares legal memoranda, orders, and related documents, and reviews and discusses points of law with judges.
- At the judges' request, tests theories presented by attorneys and reviews law on specific subjects.
- Attends, at the judges' request, court hearings and trials.
- Schedules and maintains databases for Motions for New Trial and Habeas Corpus petitions.
- Reviews pro se domestic filings for sufficiency.
- Reviews and responds to mail from correctional facilities within the circuit.

Knowledge, Abilities, and Skills

- Thorough and sound knowledge of law and research procedures.
- Basic knowledge of the court system, especially the criminal justice system.
- Ability to communicate effectively, both verbally and in writing.
- Ability to apply sound research concepts.
- Ability to research, analyze and digest legal facts and precedents.
- Ability to comprehend and follow oral and written instructions.
- Ability to recognize the inherent need for confidentiality.

Applicants should send a cover letter, résumé, and writing sample to Mrs. Gay Gill at: g.gill@ajccourts.org