# Superior Court of Georgia
## Alcovy Judicial Circuit

CHAMBERS OF
JUDGE RANDY MCGINLEY

303 S. HAMMOND DR., STE. 221
MONROE, GEORGIA 30655

October 26, 2026

**VACANCY ANNOUNCEMENT**
**Law Clerk/Staff Attorney Position**
**Chambers of Judge Randy McGinley, Alcovy Judicial Circuit**

**Job Summary**
Under the supervision and guidance of Superior Court Judge Randy McGinley, the Law Clerk/Staff Attorney assists the judge in a variety of tasks, including, but not limited to, legal research, writing, and analysis of cases. This position is an excellent opportunity for individuals seeking valuable experience within the legal and judicial system. The position is expected to begin on or after January 4, 2027.

**Essential Functions**
- Performs legal research and analysis.
- Prepares legal memoranda, orders, and related documents, and reviews and discusses points of law with the judge.
- At the judge's request, tests theories presented by attorneys and reviews law on specific subjects.
- Attends court hearings and trials at the judge's request.
- Performs other related duties as assigned by the judge.

**Qualifications**
- Juris Doctor (JD) degree from an accredited law school.
- Strong legal research and writing skills.
- Excellent analytical and organizational skills.
- Ability to work independently and as part of a team.
- Ability to recognize the inherent need for confidentiality.
- Ability to communicate effectively, both orally and in writing.
- Ability to research, analyze, and digest legal facts and precedents.
- Ability to comprehend and follow oral and written instructions.

**Preferred qualifications:**
- Current licensure to practice law in the State of Georgia.
- Knowledge of legal principles and court procedures.

- Prior court experience in civil, domestic, and/or criminal law experience, including internships/externships.

Current third-year law students who are able to work part time during the spring 2027 semester may also be considered.

**Salary and Benefits**

- Salary will be based on the county attorney pay scale and will be commensurate with the selected applicant's experience.
- This is a county-paid position with county benefits.

**Location and Travel**

The primary office will be in Monroe, Walton County, Georgia. Travel to Covington, Newton County, Georgia will be required as dictated by the court's schedule.

**How to Apply**

Applicants should submit a résumé, cover letter, and writing sample to Christine MacDonald at christine.macdonald@georgiacourts.gov.

Judge McGinley's chambers is an equal opportunity employer.