

Posted October 26, 2022



Supreme Court
State of Georgia
NATHAN DEAL JUDICIAL CENTER
Atlanta 30334

HIRING ANNOUNCEMENT

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 Court may be found at www.gasupreme.us.

Duties: Central Staff attorneys assist the Court with its extensive workload by preparing memoranda on jurisdictional issues, petitions for certiorari, applications for habeas corpus review, and attorney discipline cases, along with various other duties as workload permits. The Court relies on the judgment of the attorneys in its Central Staff as well as their writing skills, analytical abilities, and attention to detail. Central Staff attorneys must be able to interact effectively with all of the Justices and Court staff, to work independently and within a team, to manage a large caseload while meeting strict deadlines, and to maintain confidentiality.

Requirements: OCGA § 15-2-19 requires Supreme Court staff attorneys to be admitted to the State Bar of Georgia within one year of employment. Other requirements include graduation from an accredited law school with strong academic credentials, strong performance in undergraduate studies, demonstrated writing and analytical abilities, and great integrity and character. Although not required, law journal or equivalent writing experience and experience as an appellate law clerk or staff attorney are highly desirable. Experienced attorneys are encouraged to apply.

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Salary: Staff Attorney salary range is \$92,452 to \$128,502 based on experience and qualifications.

Benefits: State employee benefits include paid vacation, paid sick days, paid state holidays, subsidized health and other insurance, flexible spending account, employer match to defined contribution plan, and qualifying employment for the Public Service Loan Forgiveness Program.

Remote work: Potential telework 3 days per week.

To apply, send an email to resume@gasupreme.us with Subject Line: Central Staff Attorney.

Attach the following materials to the e-mail as separate PDF files:

- Cover letter explaining interest in the position and noting the first date the applicant would be available to start
- Resume including GPA and class rank in law school and undergraduate school
- Law school transcript
- Writing sample (not heavily edited by others)
- List of references

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