



Forsyth County, Georgia

Clerk of Superior, State & Juvenile Courts

JOB ANNOUNCEMENT

JUDICIAL ASSISTANT

Superior Court Judge in Cumming, Georgia seeks a full-time Judicial Assistant. Judicial assistants, as employees of the Judicial Branch of state government, serve at the pleasure of the appointing judge, and are unclassified members of the Georgia Merit System of Personnel Administration. State fringe benefits (health, retirement, annual and sick leave) apply.

Duties include preparing, processing, and filing office and court documents; serving as receptionist; maintaining manual and electronic files; developing and maintaining court calendars and dockets; scheduling appointments; ordering supplies; receiving, sorting, and distributing office mail; preparing correspondence, notices, court documents, forms, etc. from dictation, notes, minutes and/or other sources; performing related clerical duties as required and directed.

Minimum qualifications:

Graduation from an accredited high school, supplemented by college level course work in modern business practices or a related field, and considerable clerical experience in a government or private business setting. Paralegal or legal secretary experience or training is preferred.

Submit cover letter, resume, and list of references to:

Circuit Court Administrator

101 East Courthouse Square, Suite 4083

Cumming, Georgia 30040

or e-mail to rsrooks@forsythco.com.