

SUPERIOR COURT OF GLYNN COUNTY BRUNSWICK JUDICIAL CIRCUIT

JOB ANNOUNCEMENT FOR THE POSITION OF: Superior Court Staff Attorney

SALARY: Commensurate with experience

CLOSING DATE: OPEN UNTIL FILLED

The Judge's Staff Attorney performs process duties related to providing legal advice to an assigned judge in the Brunswick Judicial Circuit. Responsibilities include conducting legal research, reviewing statistical data, and preparing legal summaries. Travel throughout the five county circuit will be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs legal research, including drafting legal opinions, court orders, and other documents for an assigned judge.
- Prepares legal summaries of facts and arguments for cases to be brought before the court.
- Drafts legal memoranda on court cases, writs, and specific points of law as required by assigned judge. Reviews legal opinions and various legal publications for research purposes.
- Reviews statistical data generated by the court's network information system, provides analysis of orders/motions, and monitors orders/motions for compliance.
- Determines the priority of cases. Serves as a liaison to the general public.
- Reviews and evaluates requests for information and action submitted by the media, parties to cases, County personnel, and the general public.

QUALIFICATIONS: Juris doctorate degree (One (1) year of experience practicing law is preferred.)

LICENSING REQUIREMENTS: Must be a member in good standing with the State Bar of Georgia.

APPLICATION INSTRUCTIONS: **Qualified candidates are invited to apply by emailing the following to rlane@glynncounty-ga.gov**

The email subject line should reference **Staff Attorney Position**.

1. A cover letter detailing relevant experience and how they meet the qualifications for the position.
2. A résumé.
3. A writing sample.

Only applicants who are selected for interviews will be contacted by the court. Applicants selected for the initial interview will be required to submit three professional references.