

**THE COURT OF APPEALS OF GEORGIA IS CURRENTLY RECRUITING
FOR THE FOLLOWING POSITION:**

FLOATING CLERK POSITION

DESCRIPTION OF DUTIES: This court clerk will provide general docket information to parties, attorneys, and the public by telephone and in person; help litigants submit filings; and assist visitors with reviewing evidence and the appellate record in the court viewing room. The clerk will also docket motions, serve as a point of contact between the public and the judges, and serve as backup for other clerk's office staff on leave.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Handle multiple incoming telephone lines
- Can speak, read and write standard English correctly and fluently
- Has excellent communication skills
- Has a pleasant personality and neat appearance
- Can use a personal computer to locate data and transmit information
- Can perform data entry and word processing

QUALIFICATIONS: Computer proficiency, experience in office setting, and high school diploma or GED required. Experience with telephone and office reception duties and experience in trial or appellate court or familiarity with legal documents preferred.

PHYSICAL REQUIREMENTS:

- Ability to speak and hear visitors at an ordinary conversation level and to participate in telephone conversations.
- Ability to sit at a desk for long periods of time using telephone or personal computer.
- Ability to walk, stand, bend, stoop, lift, reach and stretch.
- Ability to lift and sort heavy or bulky items up to 30 lbs.

ANNUALIZED SALARY: \$46,771.36 +
(may vary depending on credentials and experience)

LOCATION: Court of Appeals of Georgia
330 Capitol Avenue, S.E.
1st Floor, Suite 1601
Atlanta, GA 30334

SEND RESUMES VIA EMAIL TO: coarecruit@gaappeals.us
Subject line: Court Clerk

**EMPLOYEE WILL BE ENTITLED TO RECEIVE STATE GOVERNMENT BENEFITS.
AN EQUAL OPPORTUNITY EMPLOYER**