

STAFF ATTORNEY

COWETA JUDICIAL CIRCUIT SUPERIOR COURT

(\$60,200)

The Coweta Judicial Circuit is comprised of Carroll, Coweta, Heard, Meriwether, and Troup Counties. Judge Tisinger's office is located in Carroll County but she currently travels to Troup County and Coweta County. Applicant must be willing to work in Carroll County and travel to other counties on all court dates as needed. Travel may change to include Meriwether County and/or Heard County.

Job Duties

- Organizes, manages, and monitors the case load for each assigned county; monitors hearing dockets to ensure timely filing of orders and/or disposition of cases; handles calls relating to calendars; monitors conflicts with calendars for attorneys and pro se parties; obtains and reviews all continuance requests and presents to judge for approval; monitors and organizes trial calendars and pre-trial hearings; responds to email relating to calendaring issues and concerns.
- Attends and observes all hearings and motions and most trial proceedings involving legal argument; attends most criminal motions and trial proceedings; researches and/or summarizes legal issues as requested by the judge.
- Categorizes and maintains files for leaves of absence filed by attorneys; identifies and notes conflict letters filed by attorneys on each court calendar.
- Performs other related duties as assigned.

Minimum Qualifications

- Undergraduate degree and graduation from an accredited school of law.
- Licensed to practice law in Georgia and a member in good standing of the State Bar of Georgia. (Or has taken the Georgia bar exam in July 2023 and awaiting results.)
- Possession of a valid Georgia drivers' license.

TO APPLY

Please submit application packets (resume, cover letter, references, and writing sample) via email to Judge Erica Tisinger etisinger@carrollcountyga.com (Subject: Law Clerk Position).