

JUSTICE VERDA COLVIN ACCEPTING APPLICATIONS FOR JUDICIAL ADMINISTRATIVE ASSISTANT

Justice Colvin is accepting applications for the position of Judicial Administrative Assistant to begin work on April 1, 2024. Background information about the Georgia Supreme Court and Justice Colvin may be found at www.gasupreme.us.

Job Description: The Judicial Assistant reports to Justice Colvin and provides important, complex, and confidential administrative, secretarial, and paralegal support to the Justice and her staff attorneys, term law clerk, and interns. The judicial assistant oversees the daily operation of the Justice's office, including handling document flow into, within, and out of the office, which includes organizing case materials and preparing agendas for oral arguments, court meetings, and other meetings, distributing a variety of court documents, maintaining office case and research files, and using the court's e-filing and e-voting systems to electronically prepare orders, retrieve documents, and perform other functions; composing routine letters and memoranda and maintaining incoming and outgoing correspondence files; maintaining the Justice's schedule and arranging business travel; and organizing the office library. The judicial assistant regularly interacts in person and by telephone and email with other Court personnel including other judicial assistants, the Clerk's office, staff attorneys, and Justices, as well as visitors. The judicial assistant assists with the legal work of the office as requested, including proofreading, cite-checking using Westlaw or Lexis.

Qualifications: Applicants must have at least a high school diploma. Preference will be given to applicants with a college degree; a paralegal certificate; secretarial or paralegal work experience in a legal office or court; and/or experience with legal research and writing. The judicial assistant must demonstrate absolute integrity and good judgment; must have excellent oral and written communication skills, including mastery of spelling and grammar; must have a professional demeanor; must be able to plan, organize, and prioritize work to meet strict deadlines; must

have strong organizational skills and be able to juggle multiple assignments; and must pay close attention to detail.

Applications: Applications will be considered and interviews scheduled on a rolling basis until the position is filled. Applications should consist of (1) a cover letter explaining interest in the position and noting the first date the applicant would be available to start; (2) a resume that includes a description of education and work experience; and (3) a list of three references including their contact information. **Applications should be submitted as soon as possible** by email to resume@gasupreme.us, subject line: **Judicial Assistant for Justice Colvin.**