



**MUNICIPAL COURT OF ATLANTA
EMPLOYMENT OPPORTUNITY**

LAW CLERK, SENIOR

SALARY RANGE: \$41,000 - \$68,300 Annually

SALARY GRADE: 19

Applications Accepted at www.atlantaga.gov until **June 29, 2016**

THE POSITION

The incumbent in this position will perform legal research and provide related administrative support to the court. Duties include, but are not limited to: researching laws and providing related technical assistance; preparing legal documents; conducting interviews; drafting legislation; and managing filing systems.

MINIMUM REQUIREMENTS

Juris Doctorate degree required in addition to one year of experience as a law clerk, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and ability for this job. Experience working in a judicial environment a plus. Current knowledge of the legislative processes of City of Atlanta and State of Georgia a plus. Applicants must possess a valid Georgia driver's license.

SPECIAL REQUIREMENTS: A writing sample and cover letter are required and must be submitted along with the submitted application. The successful candidate for this position must satisfactorily complete a drug screen and background checks.

THE CITY OF ATLANTA EMPLOYMENT OFFICE WILL BE ACCEPTING APPLICATIONS ONLINE AT THE WEBSITE LISTED BELOW. ONLY THOSE APPLICANTS DEEMED MOST QUALIFIED WILL BE CONTACTED.

Resumes will not be accepted in lieu of application

Applications accepted online at www.atlantaga.gov, go to "Careers" link

Additional information about the application process should be directed to:

City of Atlanta Department of Human Resources

City Hall Tower, 68 Mitchell Street, SW, Suite 2107, Atlanta, Georgia 30335-0306

Phone (404) 330-6369 talent@atlantaga.gov

Equal Employment Opportunity Employer

Applicants must be eligible to work in the United States of America