

EDITORIAL ASSISTANT
Office of the Reporter of Decisions
Supreme Court and Court of Appeals of Georgia

JOB DUTIES:

Seeking a detail-oriented self-starter to work 40 hours per week in library-type setting. Under the general direction of the Reporter of Decisions, the Editorial Assistant will perform editorial assignments and provide administrative support. Editorial tasks will include copyediting of opinions, checking legal citations, proofreading for grammatical and typographical errors, updating digital files, and reviewing legal tables. Administrative tasks will include electronically transmitting opinions to subscribers, preparing billing invoices, copying and numbering shipments, distributing publications to Court offices, picking up opinions, ordering supplies, and answering telephone and e-mail inquiries.

SALARY:

Salary range is high \$30s to low \$40s based on qualifications and experience.

EDUCATION:

College degree, editorial experience or paralegal certification preferred.

TO APPLY:

Please send resume to resume@gasupreme.us with the subject line "Editorial Assistant."