



FORSYTH COUNTY
Personnel Services Department
110 East Main Street, Suite 230
Cumming, GA 30040

<http://agency.governmentjobs.com/forsyth/default.cfm>

**INVITES APPLICATIONS FOR THE POSITION OF:
Law Assistant**

An Equal Opportunity Employer and Drug Free Workplace/Excellent Benefits

SALARY

\$52,346.00 - \$81,136.00 Annually

OPENING DATE: 06/06/17

CLOSING DATE: Continuous

POSITION INFORMATION:

JOB SUMMARY

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs legal research to identify current law and changes in law, to locate case authorities or other law, to identify precedents, or to locate other information; conducts research of law library, electronic data sources, Internet sites, hardcopy materials, or other sources as needed. Reviews documentation received from attorneys; verifies appropriateness of submitted documentation for signature by judges.

Coordinates communications between judges and attorneys regarding cases; contacts attorneys to schedule telephone conferences; conducts pre-trial telephone conferences; drafts correspondence to attorneys. Prepares cases for civil jury trial calendar; reviews cases to determine whether to grant or deny motions. Drafts orders or other legal documents for signature by judges. Drafts memos to judges detailing status of cases; recommends disposition of cases to judges. Schedules court hearings.

Receives various forms, reports, correspondence, court calendars, court orders, legal documents, depositions, briefs, laws, statutes, policies, procedures, directories, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Juris Doctorate required; member of the Georgia Bar Association; supplemented by one (1) year previous experience and/or training involving general law practice, municipal prosecution, courtroom procedures, legal research, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid State Bar of Georgia Law License.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://agency.governmentjobs.com/forsyth/default.cfm>

OR

110 East Main Street
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Job #01334
LAW ASSISTANT
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