



Judicial Council of Georgia Administrative Office of the Courts JOB ANNOUNCEMENT

Paralegal/Legal Assistant (Part-time)

Recruitment Period: Submit resume by **November 2, 2018**

Position: One (1) Part-time Position (20 hrs/wk) **FLSA Status:** Non-Exempt

Salary: \$17-\$30/hr. **Position Location:** Fulton County, GA

Job Summary

The Paralegal/Legal Assistant assists with various administrative tasks within the Office of General Counsel, including assisting the Staff Attorney II with handling disciplinary matters involving licensed court professionals, and drafting standard form contracts and MOUS. The position also provides ongoing administrative support to the Office of General Counsel. This position reports to the Staff Attorney II. Attorneys who are awaiting bar results or studying for the next bar exam will be considered.

Job Responsibilities and Performance Standards:

- Process complaints upon receipt.
- Analyze incoming disciplinary complaints against license court professionals and prepare legal analysis of allegations.
- Prepare drafts of standard form correspondence.
- Schedule calls for Staff Attorney for investigation of complaints.
- Prepare drafts of standard contracts and MOUs for signature and distribute and archive contracts and MOUs.
- Assist with meeting planning, preparation, and keeping meeting minutes.
- Assist with generating annual reports related to contracts.
- Performs basic legal research as requested.
- Provide basic orientation for law clerks/interns and assist with basic training.
- Answers phone calls routed to legal department from front desk.
- Open and route mail.
- Respond to basic correspondence and inquiries from the public.
- Attend meetings as requested.
- Compliance with any other duties as directed by AOC supervisory personnel.

Technical Competencies:

- Knowledge of the organization and operations of Georgia courts.
- Ability to express ideas in a logical, concise fashion (orally and written).
- Ability to work effectively with the AOC staff, the general public, and judicial, legislative, and executive branch stakeholders.
- Ability to observe the confidentiality of the AOC and stakeholders.
- Must display a professional image and a high level of ethical conduct.

The JC/Administrative Office of the Courts is an Equal Opportunity Employer

Minimum Qualifications:

- Bachelor's degree from an accredited college or equivalent training and experience.

Preferred Qualifications:

- Paralegal Certification or J.D. preferred, but not required.
- Two or more years' experience in a law firm, public agency, or in a court-related or court position, including but not limited to, experience as a paralegal, legal assistant, judicial assistant, or similar role.
- Interest in public service
- Motivated, self-starter personality

To apply:

Applicants must submit a resume to resume@georgiacourts.gov by close of business **November 2, 2018**. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line must include: Paralegal/Legal Assistant (PT)

Additional Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.