

**SUPREME COURT OF GEORGIA OFFICE OF BAR ADMISSIONS ACCEPTING
APPLICATIONS FOR ADMINISTRATIVE ASSISTANT/ELIGIBILITY ANALYST**

Position Status: Full-Time

Salary Range: Based on qualifications and experience, to include State employee benefits. Entry level salary \$36,073.92

Closing Date: When filled

Location: Nathan Deal Judicial Center, 330 Capitol Avenue, SE, Atlanta, GA 30334

Job Description Summary: The position involves responsible administrative work related to the filing and processing of applications for admission to the practice of law.

Duties and Responsibilities: Position involves receiving incoming phone calls, accepting documents for filing as defined by the Rules Governing Admission to the Practice of Law, preparation of certificates, record review, and file processing. Position requires thorough and working knowledge of computer based information management systems and the ability to communicate accurate information to applicants. A professional demeanor, as well as good communication skills, are required, as is the ability to maintain the highest standards of confidentiality and utmost discretion in handling of matters on behalf of the Supreme Court, the Board of Bar Examiners, and the Board to Determine Fitness of Bar Applicants.

Knowledge, Skills and Abilities: Candidates must possess: excellent oral and written communication skills, including mastery of spelling, punctuation, and English grammar; proficiency in Microsoft Word; a professional appearance and demeanor; the ability to plan, organize and prioritize work; and strong organizational skills needed to handle multiple assignments.

Qualifications: The ideal candidate will have a paralegal certificate or two or more years of increasingly responsible paralegal or administrative work in a legal office or employment by a court.

Application Procedure: Candidates should submit a letter of interest, resume that includes a description of work experience and list of references, and salary requirements, if any, to: Heidi Faenza, Director, Office of Bar Admissions, Nathan Deal Judicial Center, 330 Capitol Avenue, SE, Suite L200, Atlanta, GA, 30334.