

JOB NOTICE



Gwinnett County Government
Department of Human Resources
75 Langley Drive
Lawrenceville, GA 30046
770.822.7915
www.gwinnettcountyjobs.com

Staff Attorney State Court

\$66,054 - \$89,173

(Commensurate with years of experience)

Position Summary:

The State Court of Gwinnett County is seeking an attorney to assist the judge by conducting a variety of legal research, analysis and document preparation related to cases, statutes, records and related information.

Essential Duties and Responsibilities:

- Perform legal research;
- Make recommendations to judges regarding dispositions of motions;
- Draft, edit, and proofread legal correspondence;
- Attend and assist with case conferences, motions hearings, and trials;
- Respond to inquiries from law enforcement personnel, county employees, elected officials, the general public, and/or other interested parties.

Qualifications:

- Juris Doctorate
- Member in good standing with the Georgia Bar
- **Minimum** five years legal experience
- Strong civil background

The applicant selected for the position is subject to a criminal background check.

TO APPLY:

Submit **two** copies of your resume and a writing sample to:

Philip Boudewyns
Court Administrator
Gwinnett Judicial Circuit
75 Langley Drive
Lawrenceville, GA 30046
courtinfo@gwinnettcounty.com

or apply online at www.gwinnettcounty.com/portal/gwinnett/employment