



Paulding County Board of Commissioners Human Resources Department

240 Constitution Boulevard • Dallas, GA 30132
Telephone (770) 443-7521 • Fax (770) 443-7558

Brian Acker
Director

January 28, 2019

Full Time Position Available:

Superior Court

Law Clerk (Salary: \$42,116.75 annual)

This position provides support to the Judge by reviewing cases and providing legal advice.

NOTE: This is a State position.

Main Duties:

- Researches case law and may advise court actions in complex civil and criminal cases.
- Provides support for various pre-trial motions, including motions for summary judgement, discovery disputes, motions to suppress evidence, motions to quash, etc.
- Maintains efficient workflow of criminal, civil, and adoption cases.
- Reviews routine legal matters, including domestic relations cases, for compliance with applicable law.
- Assists in scheduling hearings as needed.
- Performs related duties.

Minimum Qualifications:

- Graduation from an accredited school of law.
- Sufficient experience to understand the basic principles relevant to the major duties of the position.

Please send application, resume and references via email by no later than February 8th, 2019 to: Alyson Bryant: (abriant@paulding.gov)

Equal Opportunity Employer