



## 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*

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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 Briant: ([abriant@paulding.gov](mailto:abriant@paulding.gov))**

**Equal Opportunity Employer**