

COLUMBIA JUDICIAL CIRCUIT SUPERIOR COURT
JUDICIAL STAFF ATTORNEY
Starting at \$68,000

GENERAL SUMMARY: Provide research, legal counsel, and advice to assigned judges in civil and criminal cases. The Judicial Staff Attorney assists the judges by performing various legal works involving research and legal writing and prepares orders, legal memorandums, briefs, pleadings, and related documents, reviews, and discusses point of law with judges and attorneys. Duties will vary based on the preferences of the assigned judges.

MINIMUM QUALIFICATIONS:

- Juris Doctorate Degree required; pending bar exam or results
- Must possess thorough knowledge of law and research procedures
- Effective written and oral skills
- Ability to apply sound research concepts
- Research, analyze, and digest legal facts and precedents
- Comprehend and follow oral and written instructions
- Establish and maintain a loyal, trusting relationship with associates, superiors, and subordinates

Email resume, transcript, and writing sample to Melissa Coston at mcoston@columbiacountyga.gov. Applications will be reviewed on a rolling basis.