



Staff Attorney State Court

SC/1 - 340

JOB SUMMARY

This position assists the judge in legal research, preparation of court orders, and preparation of civil calendars.

MAJOR DUTIES

1. Organizes, manages, and monitors the civil case load for State Court civil filings; schedules hearings, motions, bench trials, jury trials, and phone conferences; monitors civil dockets to ensure timely disposition of cases; handles calls relating to civil calendars; monitors conflicts with calendars for attorneys and pro se parties; obtains and reviews all continuance requests and presents to judge for approval; monitors and organizes trial calendars and pre-trial hearings; contacts attorneys/pro se parties when case is ready for trial; responds to email relating to calendaring issues and concerns.
2. Receives daily filings from the Clerk's office; reviews documents and ICON computer system; prepares all documents for final judicial approval.
3. Observes all civil hearings and motions and most trial proceedings involving legal argument; attends most criminal motions and trial proceedings; researches and/or summarizes legal issues as requested by the judge.
4. Receives all civil motions from the Clerk's office; catalogs and calendars each motion for review by the judge; reviews and prepares summaries of each motion; drafts necessary orders and ensures their filing with Clerk's Office.
5. Receives calls from general public, county employees, attorneys, and other courts regarding various court-related scheduling matters.
6. Drafts orders addressing the facts and applicable law; presents orders for judicial approval and delivers approved orders to the Clerk's office.
7. Reviews cases, identifies issues, and drafts summaries; categorizes and maintains files for cases and related research.
8. Categorizes and maintains files for leaves of absence filed by attorneys; identifies and notes conflict letters filed by attorneys.
9. Collects and compiles proposed jury charges from attorneys and drafts the court's jury instructions and verdict form to be used by the jury.
10. Reviews recent laws and developing legal matters; organizes and files documents relating to new developments in the law; attends CLE training sessions; attends related legal courses regarding Georgia courts and legal issues.
11. Manages and supervises high school, undergraduate, and law school internship program; applies for grants related to the funding of interns; reports progress of high school interns and interacts with work-based learning instructor from Fayette County Board of Education; oversees all projects and programs assigned to interns.
12. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of court procedures.
2. Knowledge of Uniform Superior/State Court Rules.
3. Knowledge of criminal procedure and criminal law.
4. Knowledge of Georgia Civil Practice Act.
5. Knowledge of Georgia notice requirements regarding court calendars and orders.
6. Skill in the use of computers and job-related software programs.
7. Skill in the use of modern office equipment.
8. Skill in the completion of legal research.
9. Skill in public and interpersonal relations.
10. Skill in oral and written communication.

SUPERVISORY CONTROLS

The State Court Judge assigns work in terms of very general instructions. The State Court Judge reviews completed work for compliance with procedures and directions.

GUIDELINES

The applicable law includes the Official Code of Georgia, Georgia case law, Supreme Court cases, federal cases, Uniform Superior/State Court rules, and Fayette County ordinances, and forms the guidelines for this position. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of a variety of duties in support of the work of the State Court Judge. The applicable law and procedural rules contribute to the complexity of work required for the position.
- The purpose of this position is to assist the Judge in the adjudication of matters appearing before the State Court. Success in this position contributes to the efficiency and effectiveness of court operations.

CONTACTS

- Contacts are typically with attorneys, other court personnel, members of the general public, law enforcement personnel, prosecutors, defense attorneys, victim advocates, mediators, counselors, and probation officers.
- Contacts are typically to give or exchange information; resolve problems; or provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking.
- The work is typically performed in an office and a courtroom.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position supervises all interns.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the

influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Undergraduate degree and graduation from an accredited school of law.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with having at least one year of law practice experience, preferably in civil litigation, or a minimum of one year of law clerk experience with another State or Superior Court judge.
- Licensed to practice law in Georgia and a member in good standing of the State Bar of Georgia.
- Possession of a valid Georgia drivers' license.