



Staff Attorney, State Court (1124)

FLSA Status: Exempt

Pay Grade: 23

Safety-Sensitive: No

Purpose

The purpose of this classification is to conduct legal research, draft court orders and memoranda, and advise the State Court Judge on legal issues. The incumbent serves in a highly sensitive role, reporting directly to the elected Judge, and is part of a cross-trained team responsible for litigation processing and docket management of the Bulloch County State Court.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Researches legal issues and briefs State Court Judge on findings: reviews and evaluates briefs filed by parties; conducts legal research; reviews legal opinions and various legal publications for research purposes; drafts legal memoranda, proposed orders, and jury charges on course cases and specific points of law as directed by the judge; provides legal advice and opinions to judges and court staff; prepares legal summaries of facts and arguments for cases brought before the court; observes courtroom proceedings; and offers opinions on the proceedings as requested by judge.

Provides information, guidance, and direction to attorneys, patrons of the court, other court employees, and others regarding case management policies and procedures; provides information to attorneys and other concerned parties regarding cases on court calendar.

Assists with the management of emergency issues: applies training and experience to identify and ensure emergency issues are addressed in a timely and appropriate manner; briefs judge on emergency situations and actions taken to resolve.

Performs general administrative and management tasks as assigned: assists with case flow and litigation process management, scheduling, and implementation of strategies impacting the litigation process; takes notes during court proceedings; manages the civil case docket and schedules hearings; supervises other court personnel within chambers at the discretion of the assigned judge; types; files; answers phones; sorts and delivers mail as needed.

Communicates with attorneys, self-represented litigants, judges, law enforcement, investigators, legal support staff, experts, probation officers, government officials, other employees, the public, and other individuals as needed to coordinate work activities, review status of work, present or exchange information, answer questions, provide legal counsel and interpretation, or resolve problems.

Maintains current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating to the legal profession and operation of State Court; maintains an awareness of new trends and advances in the profession; and attends workshops, training sessions, and meetings as needed.

Performs other related duties as required.

Minimum Qualifications

Juris Doctor Degree required (two years' experience in the practice of law preferred); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain certification and licensure from the Georgia Bar Association.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to apply principles of negotiation. Performs such in formal situations within the context of legal guidelines.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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