

Superior Court of the State of Georgia Cobb Judicial Circuit

JUDGE MARY STALEY CLARK
 JUDGE ROBERT E. FLOURNOY III
 JUDGE C. LATAIN KELL
 JUDGE ROBERT D. LEONARD II
 CHIEF JUDGE
 JUDGE A. GREGORY POOLE
 JUDGE ANN B. HARRIS
 JUDGE KIMBERLY A. CHILDS
 JUDGE KELLIE STEVENS HILL
 JUDGE ANGELA Z. BROWN
 JUDGE JASON D. MARBUTT



JUDGE MICHAEL STODDARD
 JUDGE G. GRANT BRANTLEY
 JUDGE GEORGE H. KREEGER
 JUDGE JAMES G. BODIFORD
 JUDGE ADELE P. GRUBBS
 JUDGE S. LARK INGRAM
 JUDGE J. STEPHEN SCHUSTER
 SENIOR JUDGES

CHRISTOPHER HANSARD
 COURT ADMINISTRATOR
 70 HAYNES STREET
 MARIETTA, GA 30090
 (770) 528-1802

Job Title	JUDICIAL STAFF ATTORNEY, SENIOR
Salary	\$63,212.87-\$101,140.39
Essential Functions	<p>Attends court hearings and performs courtroom functions in support of assigned judge; listens to oral arguments and presentation of evidence; determines laws applicable to case; discusses arguments, evidence, and legal precedents with judge to assist in rulings; analyzes jury charge requests and other trial issues; collaborates with assigned judge to determine that verbal and written orders are procedurally and legally correct; and assists judge with preparations for hearings.</p> <p>Conducts legal research; identifies and investigates the facts of legal matters; reviews legal opinions and various legal publications for research purposes; determines laws applicable to issues before court; drafts legal documents/memoranda on court cases, writs, and specific points of law as required by assigned judge; provides legal advice to judges and assigned staff; and briefs judge on research results related to pending cases.</p> <p>Evaluates and analyzes orders and motions, and monitors orders and motions for compliance with judicial rules, regulations and guidelines.</p> <p>Evaluates and responds to requests for information and action submitted by the media, parties to cases, county personnel, and the general public.</p>

	<p>Serves as a liaison to the general public; responds to and initiates telephone calls and emails; answers questions and provides information; and discusses content of communications with judge as needed.</p> <p>Participates in other court functions; determines the priority of cases; facilitates the orderly movement of litigation or appeals;</p> <p>Consults with staff to assist with complex/problem situations and provide technical expertise; interprets policies and procedures; and resolves issues.</p> <p>Performs other related duties as assigned.</p>
FLSA Status	Exempt
Full-time or Part-time	Full-time
Minimum Qualifications	Juris Doctorate from ABA accredited law school required; five years of experience as a staff attorney; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
Preferred Qualifications	Minimum 5 years' experience as a judicial staff attorney or other practicing attorney or any equivalent thereof. Domestic law experience preferred.
License and Certifications	Must possess and maintain membership in the State Bar of Georgia.

If interested, send a cover letter and resume to SuperiorCourt_Resumes@cobbcounty.org.

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