

Cherokee County, GA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

STAFF ATTORNEY

Department: State Court
FLSA Status: Exempt

JOB SUMMARY

This position is responsible for providing research, legal counsel, and advice to assigned judges for their rulings in civil and criminal cases.

ESSENTIAL JOB FUNCTIONS

- Conducts research, which may include review of legal reference material, case files, digests, pleadings and other legal documents.
- Prepares court orders, motions in consultation with judge.
- Communicates with attorneys, parties and the public regarding status of cases, procedures of the court.
- Maintains records for the status of cases, including those which are on the trial calendar.
- Schedules hearings on motions and other matters as needed.
- Generates annotated hearing calendars and notes on various aspects of the case prior to hearings as needed.
- Completes special projects assigned by judge.
- Prepares jury trial charges.
- Performs general administrative tasks such as typing, filing, answering telephones, mail sorting and delivery.
- Updates legal resources such as Shepard's Citations, Georgia Reports, Georgia Digests, etc.
- Observes courtroom proceedings, offers opinions on the proceedings as requested by judge.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Juris Doctor Degree required.

Special Qualifications:

Must possess a valid State Bar of Georgia license or have taken the last bar examination and are awaiting results.

Must maintain active membership in the State Bar of Georgia, and be in good standing.

Knowledge, Skills, and Abilities:

- Knowledge of.
- Ability.
- Ability.

PHYSICAL DEMANDS**Physical:**

- Primary functions require sufficient physical ability and mobility to work in an office setting and operate office equipment.
- Continuous sitting and upward and downward flexion of neck.
- Fine finger dexterity.
- Light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment.
- Pinch grasp to manipulate writing utensils.
- Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist.
- Moderate wrist torque to twist equipment knobs and dials.
- Occasional squatting, kneeling, and reaching above and at shoulder height.
- Moderate grasping to manipulate reference books and manuals.
- Lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.
- Verbally communicate to exchange information.

Vision:

- See in the normal visual range with or without correction.
- Vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing:

- Sufficient clarity of speech and hearing abilities that would permit effective communication with or without correction.

WORK ENVIRONMENT

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OTHER REQUIREMENTS

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Cherokee County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Cherokee County is an equal opportunity employer. Cherokee County will provide equal employment opportunity to all qualified persons without regard to race, color, creed, religion, sex, national origin, age, disability, genetic information, uniformed service status, pregnancy, childbirth, or other legally protected category or classification.