

**THE COURT OF APPEALS OF GEORGIA IS RECRUITING
FOR THE FOLLOWING POSITION:
INTAKE COURT CLERK**

DESCRIPTION OF DUTIES: This court clerk will provide general docket information to parties, attorneys, and the public by telephone and in person in a fast-paced, team-focused environment; will help litigants submit filings and assist visitors with reviewing evidence and the appellate record in the court viewing room; will be responsible for processing incoming mail and reviewing physical media received by the court; and will serve as backup for other clerk's office staff on leave. This position will be onsite daily at the Nathan Deal Judicial Center, Monday - Friday, 8:30 am to 4:30 pm.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Handle multiple incoming telephone lines
- Can speak, read, and write standard English correctly and fluently
- Has excellent communication skills
- Has a pleasant personality and neat appearance
- Can use a personal computer to locate data and transmit information
- Can perform data entry and word processing

QUALIFICATIONS: Computer proficiency, experience in an office setting, and a high school diploma or GED required. Experience with telephone and office reception duties, experience in trial or appellate court, or familiarity with legal documents preferred.

PHYSICAL REQUIREMENTS:

- Ability to speak and hear visitors at an ordinary conversation level and to participate in telephone conversations.
- Ability to sit at a desk for long periods of time using a telephone or personal computer.
- Ability to walk, stand, bend, stoop, lift, reach, and stretch.
- Ability to lift and sort heavy or bulky items up to 30 lbs.

ANNUALIZED SALARY: \$50,000 +
(may vary depending on credentials and experience)

LOCATION: Court of Appeals of Georgia
330 Capitol Avenue, S.E.
1st Floor, Suite 1601
Atlanta, GA 30334

SEND RESUMES VIA EMAIL TO: coarecruit@gaappeals.gov
Subject line: Intake Court Clerk

**EMPLOYEE WILL BE ENTITLED TO RECEIVE STATE GOVERNMENT BENEFITS.
AN EQUAL OPPORTUNITY EMPLOYER**