

**THE COURT OF APPEALS OF THE STATE OF GEORGIA IS
CURRENTLY RECRUITING FOR THE FOLLOWING POSITION:**

**JUDICIAL ADMINISTRATIVE ASSISTANT
for Judge Brian Epps**

JOB DUTIES: The Judicial Administrative Assistant assists the judge as confidential executive assistant, case and calendar manager, and paralegal. In discharging these duties, the Judicial Administrative Assistant must be able to review and proofread legal documents; manage the docket of cases through the Court's electronic filing system and process them; track cases and deadlines in such cases; compose or type business correspondence for the judge; maintain the judge's busy schedule; make and confirm appointments; make travel arrangements; assist the judge in numerous professional/judicial responsibilities; function as an office manager by purchasing supplies for the office and keeping the office organized; as well as other duties and special projects as assigned by the judge.

Applicants should be dynamic self-starters with excellent interpersonal skills, who demonstrate both initiative and follow-through in all duties, and who enjoy multi-tasking and can readily adapt to fast-changing priorities. Accuracy and attention to detail in grammar, spelling, punctuation, proofreading, and cite checking are required.

QUALIFICATIONS: Computer proficiency and experience in business correspondence is required. High school diploma or GED required; bachelor's degree or paralegal certificate are strongly preferred.

ANNUALIZED SALARY: \$62,334
(may vary depending on experience and qualifications)

LOCATION: Court of Appeals of the State of Georgia, Atlanta, Georgia

SEND RESUMES VIA EMAIL TO: coarecruit@gaappeals.gov
Subject line: AA for Judge Brian Epps

**Applications will be considered and interviews scheduled on a
rolling basis until the position is filled.**

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