



## **HIRING ANNOUNCEMENT**

### **PERMANENT LAW CLERK FOR JUSTICE CARLA WONG MCMILLIAN SUPREME COURT OF GEORGIA**

Justice Carla Wong McMillian currently is accepting applications for a permanent law clerk (staff attorney) to begin work immediately. Background information about the Georgia Supreme Court may be found at [www.gasupreme.us](http://www.gasupreme.us).

*Duties:* Each Justice has two law clerks and one term clerk who assist the Justice with drafting memoranda, bench briefs, and opinions; reviewing opinions and memoranda circulated by other Justices and the Court's Central Staff; conducting legal research; preparing for oral argument; supervising law school interns; and such other work as is required.

*Requirements and Preferences:* OCGA § 15-2-19 requires Supreme Court staff attorneys to be admitted to the State Bar of Georgia within one year of employment. Other minimum requirements include graduation from an accredited law school with strong academic credentials, demonstrated writing and analytical abilities, great integrity and character, and the ability to maintain strict confidentiality. Prior experience as a judicial law clerk is preferred.

*Selection Criteria:* Excellent legal research, writing, and analytical skills. Ability to work independently and within a team, manage a large caseload, meet deadlines, work and communicate effectively with the Justice and with staff, and maintain confidentiality.

*Salary:* The salary range is \$95,225–\$132,357, commensurate with experience.

*Loan Forgiveness:* Employment in this position qualifies for the Public Service Loan Forgiveness Program.

*Benefits:* State employee benefits include paid vacation, paid sick days, paid state holidays, subsidized health and other insurance, flexible spending account, and a combination Defined-Benefit (pension) and 401 (k) plan.

*Remote Work:* Telework will be available at the discretion of Justice McMillian.

*Non-discrimination:* The Court is an equal opportunity employer that does not discriminate or tolerate discrimination or harassment on any basis prohibited by law.

**To apply, send an email to [resume@gasupreme.us](mailto:resume@gasupreme.us) with the subject line: Permanent Law Clerk — Justice McMillian.**

*Attach the following materials to the e-mail as separate PDF files: (1) cover letter, including a statement of interest; (2) resume including your GPA and class rank in law school and in undergraduate studies; (3) a writing sample (not heavily edited by others); (4) a law school transcript; (5) a list of three references (judges, lawyers, or law professors).*

If selected to proceed with a second round of interviews, the applicant should be prepared to participate in a timed writing exercise in which the applicant will be required to analyze a case record and briefs and draft an opinion.

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