



HIRING ANNOUNCEMENT

PERMANENT LAW CLERK FOR JUSTICE SHAWN ELLEN LAGRUA SUPREME COURT OF GEORGIA

Justice Shawn Ellen LaGrua is currently accepting applications for a permanent law clerk (staff attorney) to begin work beginning mid-March 2024. Background information about the Georgia Supreme Court may be found at 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: This position requires in-office presence five days a week, with the possibility of occasional teleworking at the discretion of Justice LaGrua.

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 with the subject line: Permanent Law Clerk — Justice LaGrua.

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).

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