

Job Announcement

JUDICIAL ADMINISTRATIVE ASSISTANT

The City of Duluth, Georgia (pop. 27,000) is accepting applications for a full-time **JUDICIAL ADMINISTRATIVE ASSISTANT**.

This position is responsible for providing high-level and responsible administrative support to the Municipal Court, including the Chief Judge, Associate Judges, general public, defendants, attorneys, and other city staff. Duties include pre-trial activities, obtaining language interpreters, post-trial activities, receipt and completion of Open Records requests, purchasing, and other miscellaneous duties. Successful performance helps ensure the accuracy of the Court administrative records and facilitates the efficient and effective operation of the Municipal Court.

The City is seeking an individual with excellent communication and customer service skills who has specific experience in office work involving detail-oriented administrative duties involving basic computer operations, and who can handle confidential information. Spoken fluency in a foreign language (Spanish or Korean) is a plus. **Previous experience in a court, law firm, or possession of paralegal or similar post-secondary education/training is highly preferred.**

Applicants must have a high school diploma or state-issued GED. All applicants are subject to an extensive background investigation, including drug testing.

Hiring hourly pay rate is \$18.35 - \$20.25 (Grade 20) based on qualifications (experience, training and education). The City also provides an excellent benefits package.

The completed application (found at www.duluthga.net/jobs) along with a cover letter, resume, and evidence of training/education must be submitted electronically, or by Postal mailing, delivery service, or in person to:

Human Resources
City of Duluth
3167 Main Street
Duluth, GA 30096-3263

Questions about the application process or electronic submission of job application materials should be directed to Ed Johnson at 770-497-5290 or ejohnson@duluthga.net

Questions about the job duties should be directed to Sharon Wallace, Clerk of Municipal Court at 678-512-3717 or swallace@duluthga.net or Judge Charles Barrett III at 678-512-3733 or cbarrett@duluthga.net

Posting Date: 1-26-2018, open until filled

The City of Duluth does not discriminate on the basis of age, sex, race, color, national origin, religion, disability, or any other class or status protected by law, except where mandated or permitted by law. The City of Duluth is an Equal Opportunity Employer.