

**SUPERIOR COURT OF DEKALB COUNTY, GEORGIA**  
**STONE MOUNTAIN JUDICIAL CIRCUIT**  
**4TH JUDICIAL ADMINISTRATIVE DISTRICT**

**Judicial Branch Vacancy – Judicial Assistant - Division 10**

**Closing Date: Open Until Filled**  
**Salary Range: \$52,266.00 - \$84,148.00**

**Purpose of Classification:**

The purpose of this classification is to perform administrative support functions in the management of the office or chambers of an assigned judge.

**Essential Functions:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Supervises, directs, and evaluates assigned staff; develops and oversees employee work schedules to ensure adequate coverage and control; processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, assigns, and/or coordinates work; prioritizes and schedules work activities in order to meet objectives; ensures that staff members have the proper resources needed to complete the assigned work; monitors status of work in progress; assists with complex/problem situations and provide technical expertise; and provides progress and activity reports to judge and/or court staff.

Manages daily operations of assigned judge's office to facilitate proper administration of court; and assists judge, attorneys, internal and external customers with courtroom proceedings as needed.

Coordinates the judge's schedule; creates, maintains and distributes calendar; verifies holidays and includes trials, motions and hearings; prepares and mails notices for calendars to all involved parties; interacts with parties regarding scheduling issues/conflicts; and appears in court for arraignment and calendar call.

Maintains membership dues, organization affiliations, and continuing education activities; reviews requirements for membership, participation and judicial/legal continuing education credits, to ensure staff compliance; conducts research and makes training, travel and lodging arrangements; reviews invoices; and completes and submits payment vouchers, reimbursement forms, and related documentation.

Acts as liaison between judge and attorneys, staff, litigants, other agencies, and the general public; provides information regarding court calendars and proceedings; responds to mail, email and phone calls; and maintains high visibility and confidentiality.

**Minimum Qualifications:**

Associate's Degree in Business Administration or a related field required; two years of office management experience in legal setting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** None.

**Performance Aptitudes:**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**ADA Compliance:**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

**To Apply:**

Please be advised that Division 10 of the DeKalb County Superior Court is currently seeking applications for the position of Judicial Assistant to work in the chambers of Judge Tangela Barrie. Submit letter of interest and resume, including professional references identifying both current and former immediate supervisors to: [SC.JOBS@DEKALBCOUNTYGA.GOV](mailto:SC.JOBS@DEKALBCOUNTYGA.GOV). No phone calls please.