

Chatham County Courthouse
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**OFFICE OF THE DISTRICT ATTORNEY
EASTERN JUDICIAL CIRCUIT OF GEORGIA
SHALENA COOK JONES**

POSITION: PARALEGAL
DEPARTMENT: District Attorney
SALARY: \$47,679
APPLY BY: Open Until Filled

This is a full-time grant-funded position with an expected duration of two (2) years.

Do you have at least three (3) years of paralegal experience? The District Attorney's Office of the Eastern Judicial Circuit invites you to apply for Paralegal in the Conviction Integrity Unit.

Job Summary: Under the direction of the Conviction Integrity Unit (CIU) Director, you will perform administrative and legal secretarial support functions and will serve as liaison to the Georgia Innocence Project for collaborative projects. You will coordinate a variety of activities including scheduling meetings, maintaining calendars, compiling information, drafting correspondence and pleadings, filing, researching, and preparing special reports, and supporting work groups and review boards. Your outstanding communication and customer service skills are needed as well as strong attention to detail. Your work requires that you use independent judgment and discretion while working with high-level confidential information. You will work in a fast-paced environment and perform various tasks under time restraints. Other duties may be assigned.

Minimum Qualifications: High School Diploma or GED, and three (3) years of paralegal experience; or any equivalent combination of education, experience, and training. Associate Degree in Paralegal Studies is preferred. Strong proficiency in Microsoft Office is preferred.

Chatham County, GA Government, offers a competitive compensation and benefits package and the opportunity to work for a leader in the public sector. Some of our key benefits include generous vacation and sick leave, medical, dental, and vision coverage, company-paid life and disability insurance, Employee Health Center, pension plan, 457(b) retirement plan, flexible spending accounts (FSA), professional development, and employee appreciation events. Chatham County, GA Government, is an Equal Opportunity/Affirmative Action Employer.

Please submit cover letter and resume to:

Nathanael E. Wright, Deputy Chief Assistant (he/him/his)
Communications, Diversity and Inclusion, Office of the District Attorney, Eastern Judicial Circuit
nwright@chathamcounty.org 912-652-7308