

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

JOB POSTING

POSITION: CUSTOMER SERVICE REPRESENTATIVE
DEPARTMENT: Office of the District Attorney
SALARY RANGE: \$40,021 - \$64,033
APPLY BY: Until Positions are Filled

The District Attorney's Office of the Eastern Judicial Circuit has openings for dynamic, forward thinking Customer Service Representatives. Candidates who meet the minimum requirements are welcome to apply.

Job Summary: Under the direction of the District Attorney, you will perform a variety of standard clearly defined technical, clerical, and administrative level support duties for the District Attorney's office. Assists the public and internal staff by routing to the appropriate area. Prepares a variety of legal correspondence, reports, lists and other legal documents. Other duties may be assigned.

Minimum Qualifications: High School Diploma or GED, and (1) year of experience performing a variety of legal administrative assistance or legal secretary duties. Clerical testing will be conducted during the interview process for selected candidates.

To Apply: Email your resume and cover letter to daoemploymentapp@chathamcounty.org

Note: The District Attorney's Office is an Equal Opportunity Employer. All applicants will be considered for employment regardless of race, color, religion, age, sex, sexual orientation, genetic information, gender identity, national origin, medical, veteran or disability status.