POSITION VACANCY ANNOUNCEMENT

Position: Administrative Legal Assistant (FT)
Starting Salary: $19.53/hour
Posting Date: November 10, 2026

Department: Solicitor
FLSA Status: Non-Exempt
Closing Date: November 24, 2026

Job Summary:
This position is responsible for performing legal and administrative assistance duties in support of the Solicitor's office.

Major Duties:
- Prepares accusations; organizes and reviews cases to ensure all charges are included in the case.
- Obtains reports from law enforcement and lab reports.
- Prepares correspondence, pleadings, and memorandum.
- Attends court dates with Solicitor and provides assistance.
- Assists defendants, attorneys, and law enforcement officers for arraignments, bench trials, jury trials, and motions day.
- Answers phone calls.
- Provides walk-in assistance to defendants, attorneys, and witnesses.
- Assists officers who want to be placed on call.
- Answers questions regarding upcoming calendars, etc.
- Performs other related duties as assigned.

Minimum Qualifications:
- Possession of a high school diploma or equivalent.
- Ability to read, write and perform mathematical calculations.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

Must pass a Background/Reference Check and Pre-Employment Drug Screenings prior to the start of employment.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.