



SUPERIOR COURT CLERKS OF GEORGIA

Job Posting: Project Assistant

The Council of Superior Court Clerks of Georgia is looking to hire a reliable and technically savvy individual to assist our Executive Director in supporting clerks and carrying out the duties assigned to the council by the Georgia Legislature. This position is a 1099 independent contractor with an annual pay of \$43,000 - \$55,000, paid monthly.

Minimum preferred qualifications associate's degree in similar field or two years practical experience.

Listing of duties below.

Compilation of the Statewide Master Jury List

This role will primarily involve learning the process by which the statewide master jury list is compiled by the council each year. This will be accomplished through observing and assisting the executive director with each step from start to finish in 2027 (May-July), adding to the existing body of project documentation along the way.

Project Maintenance

Reference Manual

- Implement Backup and Restore Redundancy Testing.
- Update Code Sections after each Legislative Session.
- Make other edits requested by the Manual Committee.

GAClerks.org

- Compose and post announcements to the news section of GAClerks.org.
- Assist any users who require a password reset.
- Keep featured information and SSL Certification up to date.

Jury AWS

- Organization of files and directories. Data needs to be present in multiple folders and cross-referenced by county and year. While simple, this task is tedious and crucial.
- Regularly copy new files into the Authority back-up bucket for syncing with MyVault.
- Check the Authority bucket logs to ensure back-ups are occurring.
- Provision the appropriate files into the appropriate folders (to be later removed from any shared directories without deleting them from our archive) in compliance with orders to produce, when accompanied by a protective order.
- Create new SFTP or AWS users as necessary. Test connectivity and sequestration before sharing with outside partners.

Administrative Responsibilities

- Respond daily to emails received from clerks, clerk websites and the public with general inquiries.
- Respond to letters written to the council by incarcerated persons.
- Manage and update Reference Manual users utilizing spreadsheets for activation and deactivation as directed by clerks.
- Manage and update spreadsheets of current clerk contact information.
- Maintain up-to-date document repository of Council meeting minutes, agendas and other documents.
- Manage Google Workspace users, groups, and access.
- Other duties as specified by Executive Director