



The City of Stonecrest is the largest city located in DeKalb County. This is an unpaid extern position within the Municipal Court Department, working up to 20 hours per week on a flexible schedule of Monday – Friday.

Extern Summary:

This extern assists the Court Administrator in all administrative and clerical functions related to operation of the court, including receiving, examining, preparing, and processing a variety of legal documents in support of court operations, and other duties as required by law.

Essential Extern Functions:

- Makes copies and distributes to appropriate parties; maintains copies in department manual files.
- Prepares case file and/or issues related legal documents.
- Pulls old case files for judge upon request.
- Prepares attendance records classes; updates records upon completion.
- Receives, dates and distributes incoming mail. Prepares outgoing mail.
- Performs a variety of office and court support work, prepares letters, correspondence, forms, and other documents, maintains copies of documents, operates computers, maintains, and updates files and databases, generates computer reports, performs word processing, operates office equipment, maintains and retrieves archived records.
- Performs other duties as assigned.

Minimum Requirements:

- Enrolled at a Local College or High School
- Graduating Senior
- 3.0 GPA
- Complete Externship Application (Send Application Request to courtinfo@stonecrestga.gov)



Knowledge, Skills and Abilities:

- Knowledge of standard policies, procedures, programs and services in municipal government.
- Knowledge of state laws, practices and procedures relating to public records and public meetings in local government.
- Knowledge of modern office practices, equipment, methods and procedures.
- Ability to understand and carry out complex verbal and written instructions.
- Ability to deal tactfully and courteously with employees and the general public.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public.
- Skill in managing competing priorities on multiple projects.
- Knowledge of personal computers and computer software applications.
- Ability to research and analyze detailed information, records and statistical data.
- Ability to prepare clear, concise and accurate documents.
- Ability to manage stressful situations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects; and reach with hands and arms.
- The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 25 pounds.
- While performing the duties of this job, the employee sits in an office or computer room.
- Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.