

City of Quitman, Georgia
Municipal Court Solicitor
Part-Time / Contract

Position Overview

The City of Quitman is seeking a qualified attorney to serve as Municipal Court Solicitor. This is a part-time, contract-based position responsible for prosecuting cases in Municipal Court and supporting efficient court operations. The position is structured to align with the City's current court schedule and workload, consisting of approximately two (2) sessions per month.

Key Responsibilities

- Prosecute cases during scheduled court sessions
- Review citations and case materials prior to court
- Present cases and negotiate dispositions
- Make sentencing recommendations as appropriate
- Coordinate with the Clerk, law enforcement, and court staff
- Handle limited follow-up on continued or special cases

Scope of Work

This role is primarily focused on court appearances, with limited responsibilities outside of scheduled sessions.

- Primary duties occur during scheduled court sessions
- Limited preparation outside of court as needed
- Court dates may vary based on operational needs
- No ongoing daily legal services required
- No general counsel responsibilities included

Qualifications

- Juris Doctor (J.D.) from an accredited law school
- Active member in good standing with the State Bar of Georgia
- Municipal or criminal court experience preferred
- Ability to manage a moderate-volume docket

Compensation

Compensation is structured to align with scheduled court activity:

- \$400–\$500 per court session
- Alternative option: monthly stipend not to exceed \$1,000
- Additional services outside scheduled sessions require prior approval

Additional Information

- Contract position — no employee benefits
- Court schedule may be adjusted as needed
- This position does not include general counsel responsibilities

How to Apply

Interested candidates should submit the following:

- Résumé
- Brief statement of interest
- Summary of relevant experience