



**OFFICE OF THE DISTRICT ATTORNEY  
TOWALIGA JUDICIAL CIRCUIT  
STATE OF GEORGIA**

Jonathan L. Adams  
District Attorney

Elizabeth K. Presley  
Chief Assistant District Attorney

Assistant District Attorneys:  
James L. Moss, Deputy Chief  
E. Wayne Jernigan, Jr, Deputy Chief  
Mark S. Daniel ▪ Leslie A. Tilson  
Carolee R. Jordan ▪ Jessica K. Rock  
Dorothy V. Hull ▪ J. Maxwell Smith  
Nathan B. Beverly

August 16, 2021

Court Information and Technology Specialist

Salary Range: \$35,000-\$55,000      Email Resume/Cover Letter: [fnorris@pacga.org](mailto:fnorris@pacga.org)

Duties and Description:

**Courtroom Operations and Technology**

- Document and file all criminal sentences
- Work with the District Attorney's trial team, including expert witnesses, to develop plans for presenting a case in the courtroom
- Create and prepare audiovisual exhibits for courtroom presentation to include utilizing Microsoft Office systems
- Digitize audio and video clips; synchronize clips with written transcripts
- Perform trial and courtroom support functions; including equipment set up and troubleshooting, assist with presentations, and operate courtroom equipment

**Information Technology**

- Install and configure computer hardware, software, systems, networks, and printers
- Monitor and maintain computer systems and networks
- Provide technical support and test new technology

**Communications**

- Develop and implement a communication strategy that includes media outreach and social media content creation
- Research and write content for the office website, infographics, and annual reports
- Respond to official Open Records Requests in the District Attorney's office

**Preferred Qualifications**

Associate's or bachelor's degree in computer science or a related field preferred but not required. 1+ years of experience in a technical support role. Certifications are preferred, but not required. Working knowledge and expertise with a variety of software, hardware, and applications. Analytical skills to study problems and records and identify solutions. Team-oriented attitude to help other colleagues and departments with technical problems. Strong interpersonal communication and relationship-building skills. Ability to manage time and effectively prioritize numerous projects at one time.