

**NORTH CAROLINA
ADMINISTRATIVE OFFICE OF THE
COURTS**



www.nccourts.gov

MISSION

To protect and preserve the rights and liberties of all the people, as guaranteed by the Constitutions and laws of the United States and North Carolina.

SERVICES PROVIDED

Judicial employees diligently provide services to the citizens of North Carolina and collectively contribute to the administration of justice.

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Why Work For Us

- Competitive Pay and Benefits
- True Work-Life Balance
- Make a Difference in the Lives of Residents Across North Carolina
- Positions in All 100 North Carolina Counties
- Plenty of Advancement Opportunities
- Award Winning IT Department

Types of Programs

- Guardian Ad Litem (GAL)
- Judicial Fellowship
- Judicial Conferences and Commissions

Entry Level Positions

- Deputy Clerk
- Help Desk Specialist
- Legal Assistant

Professional Level Positions

- Assistant District Attorney
- Magistrate
- Systems/Court Process Analyst

Preferred Degrees

- Criminal Justice/Law
- Juris Doctor
- Computer Science/Information Technology
- Accounting/Finance
- Business Administration
- Research
- Many More

Key Skills for Success

- Attention to Detail
- Effectively Communicate Both Verbally and In Writing
- Interact With Diverse Groups of People
- Professionalism
- Work Independently and in a Team Setting

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