



Judicial Council of Georgia

Administrative Office of the Courts

JOB ANNOUNCEMENT

Assistant Director, Communications, Children, Families and the Courts Division

Recruitment Period: Submit resume by July 25, 2019

Number of Positions: One (1) position

FLSA Status: Exempt

Salary: \$50,000.00 - \$80,000.00

Position Location: Fulton County, GA

Job Summary

Under limited supervision, the Assistant Director reports to the Division Director and oversees the work units comprising the Communications, Children, Families, and the Courts and directs activities in support of the division. The work includes staffing to the Commission on Child Support; Committee on Justice for Children; Access to Justice Committee and more. Will establish and maintain partnerships with court officials, program personnel, stakeholders, and external state and federal agencies to foster court improvement in many areas. Plans, develops and implements processes and practices to support priorities of the Administrative Office of the Courts (AOC) and Judicial Council.

Job Responsibilities and Performance Standards:

- Provides legal and staff support to the committees above but especially the Child Support Commission and Access to Justice Commission, including organizing meetings, creating agendas, statewide training of judges and attorneys, supervision of online calculators and worksheets, research on various issues that may require legislative action, updating case law, maintaining information on website, working with legislators during General Assembly session; overseeing mandated federal review of guidelines.
- Management: Supports and directs activities of the Office of Children, Families, and the Courts. Will assist Division as it expands to serve other related justice improvement initiatives related to vulnerable populations in the state of Georgia. Supervises managerial, professional, and administrative staff. Assists with creating and implementation of project timeframes and implementation tasks. Advises and communicates with Division Director about matters related to Office programs and projects.
- Communications: Assists with oversight and disseminates information related to the judicial branch, the general public, and media sources in the form of newsletters, email, and information via publications and postings. Assists with writing and editing publications.
- Strategic Planning: Cooperates with pertinent AOC programs and staff to ensure alignment of Office activities with Judicial Council/AOC strategic planning.

Minimum Job Requirements:

- Law degree from an accredited law school and membership in the State Bar of Georgia.
- Strong oral and written communication and presentation skills.
- Knowledge of the Georgia court system and criminal justice system.
- Ability to travel overnight within or outside the state.

The JC/Administrative Office of the Courts is an Equal Opportunity Employer

To apply:

Applicants must submit a resume to resume@georgiacourts.gov by close of business **7/25/2019**. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line must include: Assistant Director, CCF&C

Additional Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.