

Council of Accountability Court Judges (CACJ)

JOB ANNOUNCEMENT

Certification Officer

Recruitment Period: September 1, 2017 – September 15, 2017

Number of Positions: One (1) position

FLSA Status: Exempt

Salary: \$45,000.00

Position Location: Atlanta, GA

JOB DESCRIPTION

Under general supervision, the Certification Officer supports the Council of Accountability Court Judges by developing, implementing, and monitoring the Certification and Peer Review programs for Georgia's accountability courts. Provides technical assistance to local programs, court professionals, and judges in addressing certification requirements.

Job Responsibilities & Performance Standards

Certification and Peer Review Program Development:

- Continue to develop, maintain, and enhance the certification program; utilizes standards, environmental scans, literature review, research, and local program information to draft program policies, tools, and procedures.
- In concert with the Executive Director, prepares recommendations for the CACJ; revises as necessary, finalizes, and publishes program policies and procedures.
- May conduct outreach and/or focus groups in regard to program development information.
- Monitors and recommends modifications to program policies and procedures.

Certification and Peer Review Program Administration:

- Plans and conducts program activities through onsite observation, process assessment, and communication with accountability court team.
- Drafts local program certification report and action plan and reviews them with program coordinator; prepares final report and action plan.
- Provides technical assistance to support certification of local programs.
- Maintains inventory of certified programs and related materials; furnishes reports of program certification and waivers to the Council of Accountability Court Judges.

Training:

- Develops and conducts local, regional, and statewide training and professional development for new and existing court programs regarding standards, practices, and certification program.
- Assists in formulating and implementing multi-year plan for training and professional development of accountability court program officials and professionals.

Communications:

- Assists in preparing annual report on the work of accountability courts.
- Assists with updating accountability court information on the CACJ's website.
- Works with the CACJ Communications team to release information or respond to inquiries about accountability courts.

Minimum Training and Experience:

- Bachelor's degree from an accredited college or university in business administration, political science, criminal justice or comparable field of study.
- Strong oral and written communication and presentation skills.
- Knowledge of the criminal and juvenile justice systems.
- At least two years of experience in public sector program management; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.
- Knowledge of program evaluation and data analysis, with demonstrated ability to exercise logic, sound judgment, and advocacy.
- Regular overnight travel within or outside the state.

Preferred Qualifications

- Master's degree in public, court, or business administration or comparable area.
- Direct experience in accountability court operations.

To apply: Please submit resume to josh.becker@georgiacourts.gov by close of business **Friday, September 15, 2017**. Subject line **MUST** include: **Certification Officer**

Applicants who require accommodations for the interview process should contact josh.becker@georgiacourts.gov. CACJ will attempt to meet reasonable accommodation requests whenever possible.

The Council of Accountability Court Judges is an Equal Opportunity Employer