



Judicial Council of Georgia Administrative Office of the Courts JOB ANNOUNCEMENT

Grant & Contract Coordinator

Recruitment Period: Submit resume by **November 6, 2017**

Number of Positions: One (1) position

Minimum: \$43,000.00

FLSA Status: Exempt

Maximum: \$55,000.00

Position Location: Atlanta, GA

Job Summary

The Judicial Council/Administrative Office of the Courts seeks to fill a full-time Grant and Contract Coordinator position within the Office of Legal Services. Under general supervision, the Grant & Contract Coordinator prepares or consults on the preparation of grant and contract proposals and administration for the Judicial Council of Georgia and its clients. The Grant & Contract Coordinator evaluates grant proposals and reviews reimbursement requests, while monitoring compliance with federal, state, and local policies/procedures, interacts with external sub-grant recipients (domestic violence shelters and providers of civil legal services) to assist and instruct on standards and requirements.

The Grant & Contract Coordinator position requires knowledge and skill in applying analytical and evaluative techniques to the identification and resolution of grants administration issues, flaws, regulations, agency policy, and other requirements that affect grant administration. The Grant & Contract Coordinator maintains financial accountability and compliance of grant programs through comprehensive audits, financial records, review of expenditures, and documented program outcomes. This position requires some overnight travel.

Job Responsibilities and Performance Standards

- Assists with drafting and review of contracts under grant awards, assists with agency contract administration and assists with developing contract deliverables and modifications.
- Generates standard reports on contract and grant activities on an established basis or upon request.
- Submits programmatic grant reports, as required.
- Maintains records associated with contract and grant activities.
- Attends meetings for the resolution of contract disputes between contracting parties.
- Initiates, reviews, and/or approves changes to contract documents which result in monetary change to the original contract price. Determines if changes to the work are necessary and/or in the best interest of the organization.
- May, at times, control monetary distribution of contract funds. Reviews, approves, or rejects invoices from contractors.
- Advises internal agency applicants in the development of federal grant fund applications and proposals.
- Plans, coordinates, and implements grants education and training programs for employees and clients.
- Cooperates with independent, regulatory, and third party auditors in conducting audits by explaining accounting practices and systems, preparing requested materials and ensuring availability as necessary.
- Serves as staff contact for the Judicial Council's Standing Committee on Grants.
- Maintains knowledge of current trends and developments in the field by attending professional development
- Displays a high level of effort and commitment to performing work; creates and maintains a strong team orientation; operates effectively within the organizational structure; demonstrates trustworthiness and responsible behavior.

Minimum Qualifications

- Bachelor's degree in business, finance, accounting from an accredited college or university; or three years of demonstrated grant or contract oversight experience may substitute for a degree; or juris doctor degree from an accredited law school.
- Possession of a valid Georgia Driver's License and ability to operate an automobile.

Preferred Qualifications

- Experience working in court administration, paralegal certification, or juris doctor degree from an accredited law school.

To apply: Submit a resume to resume@georgiacourts.gov by 5:00 p.m. **November 6, 2017.**

Subject line must include: **Grant & Contract Coordinator**

This position is subject to close at any time once a satisfactory applicant pool has been established.

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 accommodations whenever possible.

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