



# Judicial Council of Georgia Administrative Office of the Courts JOB ANNOUNCEMENT

## Policy Analyst Governmental & Trial Court Liaison

**Recruitment Period:** Submit resume by November 14, 2018

**Number of Positions:** One (1) position

**FLSA Status:** Exempt

**Salary:** \$41,808.96 - \$65,760.00

**Position Location:** Fulton County, GA

### Job Summary

The Administrative Office of the Courts seeks to fill a full-time Policy Analyst position within the Office of Governmental and Trial Court Liaison. Under limited supervision, the Policy Analyst reports to the Assistant Director of Governmental and Trial Court Liaison and serves the Judicial Council/Administrative Office of the Courts (JC/AOC) on a broad variety of policy and research services related to the sound administration of the judicial branch in Georgia. The position is responsible for primary policy analysis and judicial liaison functions for the Judicial Council/AOC and its client groups, and assists with complex policy-related activities.

The position offers a competitive fringe benefits package including health, dental, and vision insurance. Employees also earn both sick and annual leave per month, in addition to 12 paid holidays per year.

### Job Responsibilities and Performance Standards:

- Serve as liaison to judges' councils to provide policy and research support as directed by the Assistant Director.
- Serve as policy lead and liaison on assigned issues and projects, including but not limited to subject matter affecting municipal courts and criminal justice reform.
- Coordinated by the Assistant Director, work with agency and Council staff to serve the needs of councils or committees as assigned.
- Identify and engage Judicial Council/AOC and other resources to satisfy the needs and interests of assigned councils, commissions or committees.
- Draft and edit research memoranda, communications and other documents to support judges' councils and the mission of the Judicial Council/AOC.
- Assist with the analysis of proposed legislation.
- Serves as organization resource in assigned areas.
- Provides back up support to Assistant Director to direct departmental operations, as needed. Arranges and attends meetings, presentations, or hearings.
- Conduct legal research, draft legal memoranda and provide other legal support at the request of the Office of General Counsel
- Responds to inquiries from the public and government agencies.
- Performs job responsibilities on time and with minimal supervision.
- Performs other duties as assigned.

### Technical Competencies:

- Ability to provide analysis of laws, legislation, rules and policies.
- Ability to research relevant documents and facts.

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- Ability to promote Judicial Council/AOC agenda through written and oral communications.
- Ability to express ideas in a logical, concise fashion (orally and written).
- Ability to plan and coordinate meetings regarding agency-specific issues.
- Ability to work effectively with the Judicial Council/AOC staff, judges, elected officials, and other clients and stakeholders.
- Ability to exercise independent judgment and maintain discretion.
- Completion of assignments and duties in a timely and appropriate manner.
- Ability to travel within Georgia for meetings, hearings, and other court related events.
- Must display a professional image and a high level of ethical conduct.

**Minimum Job Qualifications:**

- Bachelor's degree from an accredited college in judicial, public or business administration or related area of discipline and three years' experience related to the assignment, **or**
- Master's degree from an accredited college in judicial, public or business administration or related area of discipline.
- Possession of a valid Georgia Driver's License and ability to operate an automobile.
- Ability to travel overnight, statewide and regionally, as dictated by the functions of the position and the business needs of the agency.

**Preferred Qualifications:**

- Juris doctor degree from an accredited law school
- Knowledge of the Georgia court system

**To apply:**

Applicants must submit a resume to [resume@georgiacourts.gov](mailto:resume@georgiacourts.gov) by close of business **11/14/2018**. This position is subject to close at any time once a satisfactory applicant pool has been established.

**Subject line must include: Policy Analyst, GTCL**

**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](mailto:resume@georgiacourts.gov) or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.

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