



Judicial Council of Georgia Administrative Office of the Courts JOB ANNOUNCEMENT

Staff Attorney I (Part-time)

Recruitment Period: Submit resume by **May 25, 2018**

Number of Positions: One (1) Part-time Position **FLSA Status:** Non-Exempt

Salary: \$40-\$60/hr. **Position Location:** Fulton County, GA

Job Summary

The Judicial Council/Administrative Office of the Courts seeks to fill a part-time Staff Attorney I position to assist with handling disciplinary matters against licensed court professionals, including interpreters and court reporters, and provides ongoing legal research, drafting, and support to the AOC and the judicial branch on a broad variety of legal issues. This position reports to the Staff Attorney 2.

Job Responsibilities and Performance Standards:

- Assist with the investigation of ethics and disciplinary matters in complaints against court reporters, neutrals, trainers, ADR programs, interpreters, and others, as well as those seeking application as such, under the supervision of the Staff Attorney 2.
- Assist with monitoring compliance of judicial commissions and boards with Supreme Court rules and state laws.
- Research legal questions for AOC staff, judges, clerks, commissions, committees, boards, and other judicial officers.
- Provide requested legal support to designated commissions, boards, committees, and councils.
- Draft legal memos, rules, bylaws, and ethics and advisory opinions.
- Draft judicial branch guides and bench books.
- Draft and review contracts, memorandums of understanding, interagency agreements, and other legal documents.
- Attend commission, committee, and board meetings.
- Respond to inquiries from the public.
- Compliance with any other duties as directed by AOC supervisory personnel.

Technical Competencies:

- Ability to provide analysis of laws, rules, and policies.
- Ability to research relevant documents and facts.
- Ability to analyze and interpret legislation.
- Knowledge of the organization and operations of Georgia courts.
- Ability to express ideas in a logical, concise fashion (orally and written).
- Ability to work effectively with the AOC staff, the general public, and judicial, legislative, and executive branch stakeholders.
- Ability to observe the confidentiality of the AOC and stakeholders.
- Must display a professional image and a high level of ethical conduct.

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

Minimum Qualifications:

- Bachelor's degree from an accredited college.
- Juris doctor degree from an accredited law school.
- State Bar of Georgia membership.
- Ability to travel in and out-of-state, occasionally overnight.

Preferred Qualifications:

- Two or more years' experience practicing in Georgia courts.
- Demonstrated commitment to public service.
- Prior experience interacting directly with clients.

To apply:

Applicants must submit a resume to resume@georgiacourts.gov by close of business **May 25, 2018**. 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 accommodation requests whenever possible.