



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

## Staff Attorney I

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

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

**Minimum:** \$50,000.00

**FLSA Status:** Exempt

**Maximum:** \$73,000.00

**Position Location:** Atlanta, GA

### Job Summary

The Staff Attorney investigates and manages disciplinary matters against licensed court professionals, provides ongoing legal research, drafting, and support, and collaborates with staff within the Legal, Judicial Services, and Human Resources divisions of the Judicial Council/Administrative Office of the Courts. The Staff Attorney also provides legal services to the Supreme Court Commission on Interpreters, the Judicial Council's Board of Court Reporting and Standing Committee on Court Reporting Matters, and the Georgia Commission on Dispute Resolution. This position reports to the Senior Staff Attorney.

### Job Responsibilities and Performance Standards

- Investigate and manage ethics and disciplinary matters in complaints against court reporters, neutrals, trainers, ADR programs, interpreters, and others, as well as those seeking application as such.
- Monitor 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 and review contracts, memorandums of understanding, and interagency agreements.
- Attend commission, committee, and board meetings.
- Respond to inquiries from the public.
- Serve as organization resource in assigned areas.
- Assist the Human Resources office in human resource and employment matters, as directed.
- Compliance with any other duties as directed by AOC supervisory personnel.

### Minimum Qualifications

- Bachelor's degree from an accredited college.
- Juris doctor degree from an accredited law school.
- State Bar of Georgia membership or eligibility to sit for the February 2018 Georgia bar exam.
- Ability to travel in and out-of-state, occasionally overnight.

## **Preferred Qualifications**

- One or more years related experience.
- Law review or moot court experience.
- Prior interaction with clients.

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

Subject line must include: **Staff Attorney I**

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](mailto: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**