



Judicial Council of Georgia

Administrative Office of the Courts

JOB ANNOUNCEMENT

DIRECTOR

<u>Recruitment Period:</u>	Submit resume by August 6, 2015		
<u>Number of Positions:</u>	One (1) full-time position	<u>FLSA Status:</u>	Exempt
<u>Salary Range:</u>	\$125,000 - \$150,000		
<u>Benefits:</u>	State pay and benefits package	<u>Position Location:</u>	Atlanta, GA

Job Summary

The Judicial Council of Georgia seeks a forward-thinking and dynamic Director of the Administrative Office of the Courts (AOC) to direct an office of approximately 70 people and oversee a budget of over \$13 million. The AOC provides administrative support to the Council as well as appellate and trial judges and courts across the state. Chaired by the Chief Justice of Georgia, the Judicial Council establishes policies and priorities for the statewide administration of justice in the Georgia Courts. The AOC works for the Judicial Council to provide critical support on administrative and fiscal matters and to implement the Council's policies to ensure consistent, independent, impartial, and accessible administration of justice in one of the fastest-growing judicial systems in the United States.

This is a high-level, high-pressure, leadership position that requires a multitude of interpersonal, management, supervisory, financial, human resources, and political skills. The candidate must have a broad understanding of Georgia court systems and operations, as well as Georgia legislative and appropriations processes. The Director must be able to work collaboratively not only with judges, but also with other members of the Judicial Branch and legal system (such as court administrators, clerks of court, the Institute for Continuing Judicial Education (ICJE), and the State Bar of Georgia), as well as the leadership of the Legislative and Executive Branches of state government.

Major Responsibilities and Duties:

The Director implements the policies of the Judicial Council and also delivers services to judges across the State by providing staff support, and technical, legal, fiscal, legislative and human resource assistance. The Director is accountable to the Judicial Council for the performance of the AOC staff.

The AOC Director supervises and is ultimately responsible for:

- Preparation of the Judicial Council budget and the budgetary and payroll needs of the various classes of court.
- Providing staff support for judicial task forces, commissions, boards, councils, and committees.
- Collection and analysis of detailed court workload statistics and the compilation of other court data.
- Preparation of judicial publications, reports, and manuals.
- Assistance with judicial conferences.
- Development and support for technologies used throughout the court system.
- Drafting, analysis, and monitoring of legislation affecting the judiciary.
- Performance of a broad range of supervisory duties.

Qualifications:

- A bachelor's degree.
- At least seven years of progressively responsible professional or legal experience.
- Experience reflecting strong leadership and organizational skills.
- Experience with budgetary processes, reflecting the employment of innovative solutions to manage budgetary challenges.
- Strong oral and written communication and presentation skills.

Other preferred qualifications:

- A law degree (from an ABA-accredited law school) or postgraduate degree in public or business administration.
- Experience in court administration.
- Experience managing the development and deployment of new technology and information systems.
- Experience with public relations.
- Public-sector budgetary experience, especially experience involving congressional or state legislative appropriations.
- Experience as an executive in a sizeable organization.

Additional Qualifications and Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

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

The selected applicant must have the ability to travel overnight within and outside the state. Applicant is required to meet permanent residency or US Citizenship requirements and pass a background investigation as a condition of employment. Applicant must possess an active Georgia driver's license. Items that may be examined in a background check include but are not limited to: criminal records, fingerprint records, education records, past employers, military records, state licensing/certification records, driving records, and vehicle registration.

Applicants who require accommodations for the interview process should contact resume@gasupreme.us or call 404-656-3470. The selection committee will attempt to meet reasonable accommodation requests whenever possible.

How to Apply:

This is a confidential recruitment. Members of the selection committee will seek information from references regarding qualification of the candidate. **The position requires submission of a cover letter, resume and list of references.**

By August 6, 2015: Submit cover letter, resume and list of references to: resume@gasupreme.us

*Subject line **MUST** include Director, AOC