



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

Contract Attorney

Access, Fairness, Public Trust and Confidence Committee of the Judicial Council of Georgia (AFPTC)

- Recruitment Period:** October 1 - 15, 2017
- Number of Positions:** One (1) position
- Salary Details:** One year contract position at an hourly rate to be negotiated based on level of experience and current compensation
- Shift:** Negotiable number of hours, maximum 20 hours per week
- Position Location:** Fulton County, GA

Job Summary:

Work will be performed under the Judicial Council of Georgia's Access, Fairness, Public Trust and Confidence Committee ("Committee") and the Communications, Children, Families and the Courts Division Director of the Judicial Council/Administrative Office of the Courts.

This position will provide support services to the Committee to further the Committee's goals.

Job Responsibilities and Performance Standards:

This position will have primary responsibility for coordination and facilitation of Committee meetings, as well as research, writing, and project management to advance the goals and initiatives of the Committee. Presenting, teaching, and mentoring may be necessary for the Committee's success. Travel around the State of Georgia may be necessary.

Technical Competencies:

- Excellent legal research, writing, and presentation skills required
- Computer skills using Microsoft Office Suite
- Demonstrated commitment and knowledge of access to justice issues that arise in either criminal or civil cases
- Basic knowledge of research and statistics
- Creative problem solving skills and persistence in the face of challenges
- Civil and criminal legal experience preferred
- Ability to collaborate and build consensus among multiple stakeholders

Minimum Qualifications:

- Bachelor Degree from an accredited college or university
- Juris Doctorate from an accredited college or university
- License to practice law in the State of Georgia

To apply: Submit a resume to resume@georgiacourts.gov by 5:00 p.m. October 15, 2017. Subject line must include: **Contract Attorney**

Applicant will agree to a criminal background check, verification of educational experience and provide, at least, four references at the time of interview. Preferably, one reference should provide evidence of the applicant's ability to conduct research and/or write papers and one reference should provide evidence of the applicant's demonstrated commitment to access to justice issues.

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 Judicial Council/Administrative Office of the Courts is an Equal Opportunity Employer