



# Chief Justice's Commission on Professionalism

## JOB ANNOUNCEMENT (Deadline Extended)

### Executive Director

**Recruitment Period:** May 8 – June 2, 2017

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

**Salary:** \$90,000 - \$106,000

**FLSA Status:** Exempt

**Position Location:** Atlanta, GA

### Job Summary

The Chief Justice's Commission on Professionalism, the first body of its kind in the nation, seeks an innovative and experienced lawyer to serve as the Executive Director. The Executive Director is responsible for providing creative and advanced programs and educational services which serve as the institutional framework for sustaining and fostering professionalism in the legal community. To fulfill the Commission's mission, the Executive Director provides ongoing assistance through educational programming; recommendations to the State Bar, the judiciary, and the law schools in Georgia; and coordinating professionalism activities of the organized bar, courts, law schools and law firms. The Executive Director takes direction from the Chief Justice of the Supreme Court and the Commission on Professionalism. The Executive Director oversees an annual operational budget of \$500,000.

**This is a full-time job opportunity with benefits provided through the State Bar of Georgia.**

### Job Responsibilities and Performance Standards:

- Assists the Chief Justice with review and evaluation of Commission operations and ideas for short and long-range administrative plans and programs in collaboration with the members, advisors, liaisons, staff, related programs and activities of the Supreme Court, State Bar of Georgia and other entities.
- Coordinates and attends Commission and State Bar Committee on Professionalism meetings, State Bar Board of Governors meetings; prepares agenda, supporting documents, minutes and annual reports for the Commission and Committee meetings; and provides Committee chairs with administrative support necessary to conduct meetings.
- Oversee and supervise staff members of the Commission, and is responsible for all aspects of performance management.
- Makes recommendations to the Supreme Court and the State Bar of Georgia to enhance and promote professionalism.
- Insures reports are prepared and submitted to the State Bar regarding Committee financial operations, programs and membership; coordinates the Commission's receipt and administration of gifts and grants.

- Provides guidance and support to the Commission on Continuing Lawyer Competency in implementing and executing the professionalism CLE requirement; attend meetings and advise the CCLC as required.
- Considers efforts by lawyers and judges to improve the administration of justice and examines ways of making the system of justice more accessible to the public.
- Administers policies of the Commission in accordance with directives of the Chief Justice and members of the Commission and evaluates the need for new and/or revised policies to improve the Commission's effectiveness.
- Ensures that decisions vital to the Commission's interests are achieved in a timely basis and in a manner that will enable the Commission to maintain a consistent and unified image in the pursuit of its objectives.
- Reviews and provides oversight for the administration of the Commission's budget through collaboration with the Assistant Director, Finance and Personnel Committee, Auditor and CPA as needed.
- Coordinates staff support to the Justice Robert Benham Awards for Community Service Program including convening its Selection Committee and the Awards Presentation Program and Reception.
- Provides information, guidance and advice to entities and individuals on professionalism CLE and other programs and coordinates staff efforts in maintaining a clearinghouse of professionalism materials.
- Writes articles on professionalism topics, and secures other authors for the Professionalism Page of the Georgia Bar Journal and other publications.
- Monitors and coordinates Georgia's professionalism efforts in the State Bar, local, circuit and specialty bar associations, courts, law schools and law firms; monitors professionalism efforts in jurisdictions outside of Georgia through contacts with courts, law firms, individuals, bar associations, committees and other groups.
- Studies and issues reports on the present state of professionalism in Georgia; plans annual convocations on professionalism and various regional convocations, and other Commission related events.

### **Minimum Job Requirements:**

- A Juris Doctorate from an accredited law school, current admission to a state bar association in good standing, and minimum five years of law practice or teaching at an accredited law school.
- Excellent organizational, communication and public relation skills, and ability to communicate effectively in writing.
- Knowledge of standard office equipment, computer software and technology such as Microsoft Office, Corel WordPerfect, Adobe (Acrobat Pro/Reader), Google Chrome, Mozilla Firefox and Dropbox, and appropriate use of social media.

**An Equal Opportunity Employer**

- Represent a high level of professionalism and integrity in personal and business activities.
- Occasional in and out-of-state travel.

**Preferred Job Requirement:**

- Minimum five (5) years' management experience in law firms, bar associations, boards or committees, and demonstrated work experience exercising budgeting and expenditure controls.

**To apply:**

Applicants must apply to [resume@georgiacourts.gov](mailto:resume@georgiacourts.gov) by the close of business **June 2, 2017**. This position is subject to close 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 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.