



JOB ANNOUNCEMENT

CJCC Job Title: Council of Accountability Court Judges Operations Coordinator
(Administratively attached to the Criminal Justice Coordinating Council)

State Human Resources Administration Job Title: PS: Business Support Analyst 1

State Human Resources Administration Job Code: GSP130

Salary Plan: Statewide Salary Plan (SWD)

Advertised Salary: \$ 47,000 - \$50,000 Salary is commensurate with education and experience

Benefits include paid state holidays, paid leave (annual and sick)

Location: This position is located at 244 Washington Street, Suite 300, Atlanta, GA 30334

Applicants chosen for employment will be subject to financial, driving, education, criminal background and reference checks. Work eligibility will be checked in EVerify. As a federally-funded agency, CJCC is subject to federal Drug Free Workplace requirements. CJCC is an equal opportunity employer.

Job Description, Responsibilities, Standards and Qualifications:

Under general supervision, this position provides administrative, event planning, project management, research, and communications support for the Council of Accountability Court Judges (CACJ). The position frequently interacts with Georgia judges, court professionals, partners and stakeholders, and national experts and requires independent judgment, excellent organization and communication skills, exceptional customer and team orientation. This position acts as a hub of coordination for all CACJ activities. **Travel requirement include driving statewide with occasional overnight stay.**

Duties and Responsibilities

Administrative:

Organize and maintain program records according to agency retention schedules; assist in the development, review, revision, interpretation, and/or implementation of policies, procedures, standards, and certification/peer review process guidelines. Participate in and complete applicable administrative training provided by the state's Learning Management System (LMS). Submit purchase requisitions in the state's Teamworks EProcurement System to support CACJ activities; review and monitor purchase order statuses; and create requisitions for expenditures to pay CACJ expenses totaling less than \$2,500 for both non-agency travel and incidental or small expenses. Collect, organize and prepare fiscal year grant applications, to include supporting historical documentation, for committee review.

Event Planning:

Assist with the coordination of CACJ Executive Committee and subcommittee meetings, including procuring meeting space, communicating information to participants, preparing and disseminating meeting materials, and recording and producing minutes; assist the Executive Director to coordinate the annual accountability courts conference for approximately 1100 attendees. Specific annual conference responsibilities may include: the development of the conference attendee program, and coordination of conference presenters and support staff; coordination of continuing education credits for conference attendees, and logistical planning with applicable third parties; such as the Institute of Judicial Education (ICJE) and/or conference sponsors. Organize, schedule, and coordinate the annual training calendar for other trainings sponsored by the CACJ. Monitor the annual training calendar budget and routinely report expenses to the Executive Director.

Project Management:

Assists the Executive Director and various CACJ staff in developing and monitoring program objectives; manages and report on assigned recurring and special projects.



Research:

Gather and digest information accountability court best practices, standards, and evidence-based and new initiatives; prepare briefs and recommendations regarding program standards, certification, and operations; monitor and share information about funding opportunities and other resources available to accountability court programs. Analyze received quarterly program output reports to ensure accuracy and timely reporting of the courts. Assist with expanding the development of the accountability court data collection process; coordinate with applicable state agencies and councils.

Communications:

Produce and update the Accountability Court Directory and the Accountability Court Resource Guide; continuously update email distribution lists and program web pages; draft copy for the CACJ annual report pertaining to accountability courts; coordinate with CACJ Communications regarding press and information inquiries and releases. Act as a primary point of contact for court coordinators and other court personnel to respond to various CACJ requests; examples of which include training, program output reporting, and scheduling inquiries. Create and distribute CACJ a newsletter to the judges, courts, and CACJ website as means to report monthly activity to internal and external stakeholders. Coordinate with other state councils, such as the Council of Superior Courts Judges or the Judicial Council/Administrative Office of the Courts, to communicate applicable CACJ activity.

General:

Maintain knowledge of current trends and developments in the field by reading professional literature, participating in professional organizations, and attending continuing education; participate in the planning, coordination, development, and implementation of long-range goals and objectives; maintain a consistent, high quality, customer-focused orientation when providing services to internal and external customers.

Minimum Qualifications:

Bachelor's degree in business, public administration, judicial administration, human or social services or related field from an accredited college or university **AND** One year of experience related to public sector program administration or experience relevant to area of assignment.

Note: An equivalent combination of education AND job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year by year bases

- Possession of a valid Georgia driver's license for travel throughout the state.

Preferred Qualifications:

Bachelor's degree in business administration, public or judicial administration, human or social services, or related field **AND** two years of relevant work experience in public sector program administration; **AND/OR** Knowledge of or experience in Georgia court system and/or accountability courts.

Only applicants selected for interview will be notified for applicant selection. Human Resources maintains the discretion to close the job announcement prior to the closing date if a significant number of applications are received.

For consideration submit most recent resume and cover letter to via email to Ms. Sherille Eunice at sherille.eunice@cjcc.ga.gov