



Judicial Council of Georgia Administrative Office of the Courts JOB ANNOUNCEMENT

Policy Analyst

Recruitment Period: Submit resume by **April 15, 2018**

Number of Positions: One (1) position

FLSA Status:

Exempt

Salary: \$55,000-\$75,000 annually

Position Location:

Fulton County, GA

Job Summary

The Judicial Council/Administrative Office of the Courts seeks to fill a full-time Policy Analyst position within the Communications, Children, and Families & Courts Division. Under the direction of the J4C Legal Policy Analyst, this position is responsible for providing legal and data research, policy analysis and other services to the Committee on Justice for Children and the Administrative Office of the Courts. The Policy Analyst position provides ongoing technical assistance and support to AOC staff as well as judicial officers throughout Georgia related to the mission of the Committee on Justice for Children.

This position is funded by a federal grant to the Child Improvement Project.

Job Responsibilities and Performance Standards:

- Performs job responsibilities with minimal supervision.
- Participates in conferences, instructive seminars, presentations and speeches for the judiciary, the community, civic organizations, and the general public.
- Provides state and county judges in Georgia at all levels with ongoing technical assistance and support on all issues related to family and child law and policy.
- Improve identification of external funding opportunities and assist with streamlining grant applications.
- Provide on-going assistance and support in all areas of the Strategic Plan for the Committee on Justice for Children.
- Assist with management of federal Child Improvement Project data & technology grant requirements.
- Assist with collection, measurement and analysis of process and outcome data.
- Assists in managing the Court Process Report System
- Assist in drafting reports.
- Assist with securing and monitoring external contracts.

Minimum Qualifications:

- Juris Doctor from an accredited law school.
- The position requires very close collaboration with internal staff at the Administrative Office of the Courts and external judicial stakeholders including, but not limited to: judges, attorneys, court staff, executive agency employees, elected officials, non-profit organizations, community volunteers, etc.
- The project is highly sensitive by nature and requires a high level of expertise in family law and scientific measurement & evaluation.
- Strong skills in the following areas: leadership (particularly in facilitating diverse groups), writing, public speaking, community organizing and advocacy, data analysis, training coordination, and organization and record-keeping.
- A proven track record for support and process implementation, and experience with minor oversight and supervisory responsibilities.
- Proficiency with Microsoft Office applications.
- Possession of a valid Georgia Driver's License and ability to operate a vehicle.
- Some statewide travel, and occasional national travel is required.

Preferred Qualifications:

- Extensive knowledge and experience in Juvenile Court preferred.

To apply:

Applicants must submit a resume to resume@georgiacourts.gov by close of business **April 15, 2018**. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line must include: Policy Analyst**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 or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.