



Judicial Council of Georgia

Administrative Office of the Courts

JOB ANNOUNCEMENT

Program Manager II

Recruitment Period: Submit resume by **July 31, 2017**

Number of Positions: One (1) position

FLSA Status: Exempt

Starting Salary Range: \$55,000 - \$65,000

Position Location: Fulton County, GA

Job Summary:

The Judicial Council/Administrative Office of the Courts Office of Court Professionals seeks a fulltime Program Manager II to work within the Judicial Services Division in its Atlanta office. Under limited supervision, the Program Manager directly staffs the Supreme Court Commission on Interpreters, the Board of Court Reporting, and the Standing Committee on Court Reporting Matters and provides support to the Georgia Certified Process Server Program. Along with other managers in the Office of Court Professionals (Office), the Program Manager supervises Office staff, is responsible for the Offices' daily operations, and promotes the needs, concerns, and interests of the supported groups. The Program Manager reports directly to the Division Director for Judicial Services within the Administrative Office of the Courts (AOC).

Job Responsibilities and Performance Standards:

1. Provides direct staff support to the Supreme Court Commission on Interpreters, the Judicial Council's Board of Court Reporting and Standing Committee Court Reporting Matters Committee, and the Georgia Certified Process Server Program.
2. Executes all supported group policies, rules, responsibilities, strategic objectives, and special projects while providing high-level policy and subject matter expertise.
3. Staffs supported group meetings and oversees creation and maintenance of meeting agendas, minutes, and other materials, assuring timely and accurate action on all decisions.
4. Advises supported groups on compliance with Supreme Court rules and state laws, other legal obligations, subject matter trends, proposed legislation, and best practices.
5. Manages the disciplinary process for supported groups, coordinating with the AOC's Legal Compliance Officer.
6. Implements and oversees Office procedure, ensuring sufficient AOC staff and other resources exist to support all group activities.

7. Manages supported group communications, including their web pages, printed and digital publications, newsletters, and inquiries from the public.
8. Ensures the Office maintains a registry of qualified court professionals, coordinating with other Office managers.
9. Hires and manages staff, ensuring their work meets or exceeds expectations.
10. Performs other duties as assigned by the Division Director.

Minimum Qualifications:

1. Master's degree from an accredited college or university in public administration, business administration, political science, criminal justice or comparable field of study; or a bachelor's degree and three years of related experience or an equivalent combination of education and job specific experience.
2. Knowledge of the Georgia court system and/or certification, extensive training, and experience in court interpreting, court reporting, court mediation, or process service.
3. Proficiency in Microsoft Office and Adobe Acrobat products.
4. Ability to satisfactorily complete a criminal background check.
5. Ability to travel in and out-of-State, occasionally overnight.

Preferred Qualifications:

1. Experience working in the Georgia court system or a juris doctorate from an accredited college or university.

To apply: Submit a resume to resume@georgiacourts.gov by 11:59 p.m. EST **July 31, 2017**.
Subject line must include: **Program Manager II**.

This position is subject to close at any time 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 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 accommodations whenever possible.