



COUNCIL of ACCOUNTABILITY COURT JUDGES

Certification Officer I

Salary: \$55,000

FLSA Status: Exempt

Resumes accepted until position is filled. This position is subject to close at any time once a satisfactory applicant pool has been established.

JOB SUMMARY

This position supports Georgia's accountability courts through maintaining state standards and monitoring adherence to those standards through the certification and peer review programs. This position performs peer reviews and certification application reviews and provides follow-up assistance as needed.

MAJOR DUTIES

1. Schedules, plans, and conducts peer reviews; communicates with courts to facilitate the processes; participates in the preparation of peer review summary reports; makes travel and hotel arrangements; meets with peer team to discuss peer review logistics and answer questions.
2. Performs certification reviews for assigned courts; assists with other court reviews as needed.
3. Provides staff support for assigned agency committees; attends meetings, supports meeting logistics, and takes minutes.
4. Assists in the coordination of annual conferences; performs and completes assigned duties.
5. Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of accountability court policies, procedures, and practices.
2. Knowledge of the accountability court peer review process.
3. Knowledge of the accountability court certification review process.
4. Knowledge of computers and job-related software programs.
5. Skill in the coordination and scheduling of external peer reviews.
6. Skill in the development of working relationships with diverse stakeholders.
7. Skill in the preparation of clear and precise administrative reports.
8. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Chief Certification Officer assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Council of Accountability Court Judges standard operating procedures, rules, and standards; and HR policies. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative and technical duties. Managing complex schedules contributes to the complexity of the position.
- The purpose of this position is to participate in accountability court peer and certification application reviews. Success in this position helps to ensure that accountability courts are in compliance with Georgia statutes, standards, and best practices.

CONTACTS

- Contacts are typically with other agency staff, judges, court staff, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to provide services, or to justify matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Baccalaureate degree required; and
- More than two years of related experience, accountability court experience preferred; or
- Any equivalent combination of education, experience, and/or training which provides the knowledge, skills, and abilities to perform the work.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

APPLICATION INSTRUCTIONS

- To apply, please email a cover letter and resume to: resumes@georgiacourts.gov. Please include the phrase "Certification Officer" in the subject line of the application.