

# PROSECUTING ATTORNEYS QUALIFICATIONS COMMISSION OF GEORGIA

## Deputy Director Position Available

The Prosecuting Attorneys Qualifications Commission (PAQC) is accepting applications for the position of Deputy Director in Savannah, Georgia. For information regarding the PAQC please consult [www.PAQCga.gov](http://www.PAQCga.gov)

The applicant must be a member of the State Bar of Georgia with a minimum of five (5) years of active practice of law, preferably as an active trial lawyer in both civil and criminal matters, have strong administrative and interpersonal skills, and be capable of dealing professionally with the bench, bar, legislature, and public. This individual will work closely with and under the direction of the Executive Director. The primary duties of this position involve, but are not limited to:

- Receiving, reviewing, and investigating complaints of misconduct by District Attorneys (DAs) and Solicitors General (SGs); reporting on or providing summaries of complaints to the Director;
- Preparing for, coordinating, and attending monthly meetings of the Investigative Panel;
- Assisting in the preparation and filing of Formal Charges brought against DAs and SGs by the Investigative Panel;
- Conducting legal research and drafting pleadings for transmission to the Superior Courts of Georgia & Georgia Supreme Court relating to disciplinary matters;
- Coordinating with other state entities including the Governor's Office, State Bar of Georgia, District Attorneys' Association, Solicitors General Association; Prosecuting Attorneys' Council; and the Administrative Office of the Courts;
- Conducting legal research and drafting Formal Advisory Opinions for consideration by the Investigative Panel and Hearing Panel;
- Handling all forms of communication between the Commission and the public, media, courts, and other state and national judicial conduct organizations;
- Assisting with the preparation, monitoring and presentation of the PAQC budget;
- Conferring with and assisting the Administrative Office of the Courts and General Assembly, with its various committees, concerning budgetary and other administrative matters;
- Conducting legal research for, and responding to, Georgia's Open Records Act requests.
- Assisting with managing the Commission's website;
- Assisting with Managing the office, equipment, and operations of the PAQC;
- Assisting with Supervising all staff employees of the Investigative Panel, as well as any independent contractors hired by the Investigative Panel; and
- Performing all other duties as assigned by the Director or Investigative Panel.

Salary is based on prior experience. This is a full-time state paid position with state benefits available, please consult <https://team.georgia.gov/> . This position requires in-office presence in Savannah, Georgia, with the possibility of occasional teleworking at the discretion of the Director. Occasional in-state travel required.

Please submit a resume for consideration via email to: Ian Heap, Executive Director, PAQC at [ian.heap@paqcga.gov](mailto:ian.heap@paqcga.gov) and [info@paqcga.gov](mailto:info@paqcga.gov) Subject line should read "Deputy Director Position." Please attach the following to the e-mail as separate PDF files: (1) cover letter; (2) resume; (3) a writing sample (not heavily edited by others); and (4) a list of three references. Position will remain open until filled. Less qualified applicants may be considered for a staff attorney position. No calls, please.