

JOB DESCRIPTION

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

State Human Resources Administration Job Title: Business Support Analyst 2 Non-Exempt

State Human Resources Administration Job Code: GSP131

Salary Plan: Statewide Salary Plan (SWD)

Advertised Salary: Pay Grade K 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

This is a hybrid position that requires in-office and remote work with the approval of your supervisor. Your days of in-office work can change at any time during your employment based on the business needs of the organization. Travel requirements include driving statewide with occasional overnight stays.

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

Duties and Responsibilities

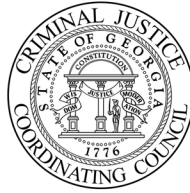
Under general supervision, this position reports to the Director of Training and Operations and provides high-level administrative and operational support for the Council of Accountability Court Judges (CACJ). In addition to leading special projects, supporting agency communications, and training coordination, the position frequently interacts with Georgia judges, court professionals, partners and stakeholders, and national experts. The position requires independent judgment, exceptional customer service skills, and the ability to maintain confidentiality in all aspects of client, staff, and agency information. The candidate will receive additional training, as required, to gain full proficiency and experience in all areas.

Administrative Operations

- Provides day-to-day administrative support to assigned areas, such as coordinating the logistics for educational courses, including the Coordinator Certification Program, New Coordinator Orientation, Mentorship Programs, Level of Service Case Management Inventory (LS/CMI), and Coordinator Onboarding.
- Manages the agency's email inbox, assisting accountability court professionals. Maintains full knowledge of CACJ's upcoming events, programs, services, and publications to assist in answering questions.
- Provides staff support for assigned committees; attends meetings and records minutes.
- Coordinates CACJ's directory updates for court personnel; updates internal directories and email lists.
- Provides administrative grant support to include the collection, organization, and preparation of fiscal year grant applications for committee review.
- Complete special projects as assigned by the Director of Training and Operations.

Training and Event Support

- Assist in large-scale conference planning, including communication with attendees, tracking registration, logistics, and providing pre- and on-site support during the CACJ Annual Training Conference.
- Serve as a registration coordinator for assigned events.



- Coordinate training and other meetings for the agency; serve as the pre-event primary point of contact for registrants and court coordinators; respond to emails and phone calls promptly about registration questions.
- Perform event coordination duties, including meeting with trainers, confirming training supplies, and setting up meeting rooms in collaboration with AV teams and facilitators. Order catering, finalize event orders, and confirm lists and reservations for meeting locations.
- Perform training course audits to verify completion; maintain records for course completions and certificates.
- Facilitate webinars; create virtual training links for attendees and hosts; serve as technical support and webinar host.
- Collaborate with local and national technical assistance providers to execute training events designed for accountability court professionals.
- Complete training follow-up tasks including electronic course evaluation records.

Communications

- Serve as lead staff for updating the agency's website.
- Manage email lists; serve as moderator for email listserv; approve or deny messages; redirect questions to staff as appropriate; submit tickets to add or delete users.
- Manage the agency's social media accounts by posting announcements, court graduations, monthly newsletters, special events, and other information.
- Assist with the content creation for monthly newsletters and agency publications, email campaigns, and content using Canva and/or Constant Contact.
- Collaborate with CACJ's Divisions to coordinate agency communications for special and routine projects.

Minimum Qualifications:

Associate degree in business or related field from an accredited college or university and two (2) years of experience related to the area of assignment; or one (1) year of experience required at the lower level Business Support Analyst 1 (GSP130). An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provide the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.

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.

Preferred Qualifications:

- Bachelor's degree in business, public administration, criminal justice, human or social services, or related field from an accredited college or university AND two years of experience related to the area of assignment.
- Knowledge of or experience in Georgia's court or criminal justice system and/or accountability courts.
- Experience with Microsoft Office Suite, Adobe Acrobat, Canva, Zoom, Microsoft Teams.
- Excellent written and verbal communication skills, ability to communicate concisely and clearly.

How to Apply:

- The position is open until September 11, 2026, or until qualified candidates are identified.
- Cover letters and resumes should be sent to this email address: training.cacj@georgiacourts.gov
- Applications should include the title of the position in the subject line of the email submission.