

Judicial Council of Georgia

Administrative Office of the Courts

Legislative Intern

Rate: \$15/hour

FLSA Status: Non-exempt

Position Location: Fulton County, GA

Job Summary

The Judicial Council/Administrative Office of the Courts (JC/AOC) is seeking an intern for the 2027 Legislative Session of the Georgia General Assembly (estimated January – April 2027). The intern will gain first-hand experience with the Georgia legislative process as they assist the Office of Governmental Affairs & Trial Court Liaison with monitoring and tracking legislation that affects the Judicial Branch of Georgia. The intern will also be afforded the opportunity to learn about the work and operations of the JC/AOC and the Georgia Judiciary.

Job Responsibilities:

- Watch/attend, take notes of, and provide summary reports of committee meetings and legislative session as assigned
- Generate bill summary reports
- Assist in tracking relevant legislation
- Other duties as required

Technical Competencies:

- Basic knowledge of Georgia state government and legislative processes
- Flexibility regarding work schedules and duties
- Ability to work both in office and virtually with minimal supervision
- Strong writing and research skills
- Ability to work a maximum of 28 hours a week between the months of January and April, generally between 7am to 5pm, depending on applicant availability
- Ability to quickly adapt to challenges and new requirements
- Ability to work in a team environment

Minimum Qualifications

Currently a Junior, Senior, Graduate, or Law Student. Position is also open to recent graduates.

Additional Information:

- Eligible to receive school credit, based on academic requirements, including externships for Law Students
- Open to part-time and full-time applicants, depending on applicant availability
- Candidates should plan to arrive for work at 7:30am each day