

Judicial Council of Georgia

Administrative Office of the Courts

Trial Court Liaison 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 to provide high-level administrative and communications support and assistance to the Office of Governmental and Trial Court Liaison. Under general supervision of the Executive Trial Court Liaison, the intern will gain first-hand experience to learn about the work and operations of the JC/AOC and the Georgia Judiciary.

Job Responsibilities:

- Assists in the coordination of events and meeting logistics; attends meetings as needed.
- Prepares meeting agendas, minutes, and handouts.
- Organizes and maintains files and records.
- Assists with the management of digital content, including web pages and newsletters.
- Provides support for special projects, event planning, and other initiatives.
- Performs other duties as required.

Technical Competencies:

- Professional and effective engagement with JC/AOC staff, judges, stakeholders, and the public in all interactions.
- Proficient computer and technology skills.
- Flexibility regarding work schedules and duties.
- Ability to work both in office and virtually.
- Strong organizational and communication skills.
- Ability to quickly adapt to challenges and new requirements.
- Ability to work independently and in a team environment.

Minimum Qualifications

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

Additional Information:

- Temporary position with possibility of extension based on availability of resources.
- Ability to work a maximum of 20 hours per week, depending on applicant availability.
- Eligible to receive school credit, based on academic requirements.