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## SUPREME COURT OF GEORGIA ACCEPTING APPLICATIONS FOR PUBLIC INFORMATION OFFICER

The Supreme Court of Georgia is now accepting applications for a Public Information Officer to begin on July 1 or shortly thereafter. Background information about the Court can be found at <http://www.gasupreme.us/>.

*Job Description:* The Public Information Officer of the Georgia Supreme Court serves as the liaison with the media and as a spokesperson for the Court; answers all media inquiries; issues press releases and prepares advisories regarding cases scheduled for oral argument and summaries of noteworthy opinions and orders issued by the Court; drafts speeches for the Chief Justice, including the annual State of the Judiciary Address; provides communication strategies and support to the Chief Justice and other Justices as needed; manages the Court's social media; tracks media coverage of the Court and develops and maintains media contacts statewide; and promotes efforts to make the Court more understandable to the public through public outreach, including scheduling tours and updating the Court video shown to visitors. The PIO reports directly to the Chief Justice.

*Qualifications:* Minimum requirements include previous experience in journalism, public relations, or related fields; proficiency in communicating information clearly and concisely both in writing and verbally; unquestioned integrity, excellent interpersonal skills, professional demeanor, and ability to keep non-public matters confidential; and ability to plan, organize, and prioritize work to meet strict deadlines. Preference will be given to applicants who are familiar with the court system and judicial process, especially in Georgia. Candidates should have extensive knowledge of methods and techniques for disseminating information to the media and the public and an understanding of communication trends and how they affect and may be used by the Court.

*Salary:* The position offers a competitive salary commensurate with experience, plus state employee benefits.

*Application Procedure:* Applications will be considered and interviews scheduled on a rolling basis until the position is filled. Applications should

provide four documents: (1) a cover letter explaining interest in the position and noting the first date the applicant would be available to start; (2) a resume that includes a description of education and work experience; (3) a professional writing sample, and (4) a list of three references including their contact information. Applications should be submitted as soon as possible by email to [resume@gasupreme.us](mailto:resume@gasupreme.us), subject line: Public Information Officer, with the four documents listed above attached as separate PDF files. The Clerk will contact select applicants to schedule interviews.