

STATE OF GEORGIA
NINTH JUDICIAL ADMINISTRATIVE DISTRICT

Position Announcement

District Court Administrator (DCA)

Starting Salary: \$91,921*
Applications Accepted: Postmarked by October 22, 2021

General Information: The Ninth Judicial Administrative District of Georgia, located in Northeast Georgia, is seeking a District Court Administrator (DCA) to assist the Council of Superior Court Judges and the District Administrative Judge in a wide range of non-judicial functions relevant to trial court operations.

Education and Experience

- A bachelor's degree from an accredited college or university, along with a minimum of seven years of progressively responsible experience in judicial or governmental administration, or
- A law or master's degree from an accredited college or university in judicial administration, public administration or business administration and a minimum of five years of progressively responsible experience in judicial or governmental administration. Specialized training in court administration may be substituted for up to two years of the experience requirement.
- Extensive knowledge of current management principles and practice, including but not limited to caseload management, strategic planning, human resources management, budgeting and resource management, information technology management, and education and training development.

Essential Functions

[The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.]

Under the direction of the Administrative Judge the DCA is responsible for providing administrative, budgetary, managerial and technical support to all superior courts within the 15 county district and to other courts as requested; collecting and evaluating relevant caseload and other statistical data; recommending and implementing innovative programs and procedures to improve court operations; developing and maintaining cooperative working relationships with governmental officials, bar associations and other court related agencies and officials on a local, regional and state level; managing personnel, equipment and other resources as appropriate; preparing grant applications; and performing other related or assigned duties.

To apply email letter of application, resume, full salary history and references to:
9thjad@gmail.com no later than 5:00 pm on October 22, 2021.

*Salary *may* be supplemented.