



**Judicial Council of Georgia**  
**Administrative Office of the Courts**  
**JOB ANNOUNCEMENT**

## **Grants Coordinator**

<b><u>Recruitment Period:</u></b>	Open until filled		
<b><u>Number of Positions:</u></b>	1 (One) position	<b><u>FLSA Status:</u></b>	Exempt
<b><u>Hiring Salary:</u></b>	\$40,982 - \$71,720	<b><u>Position Location:</u></b>	Fulton County, GA

### **Job Summary**

Participates in the coordination of assigned grants and applications. The incumbent assists the grants manager and other higher-level staff in carrying out a variety of tasks related to grants management. The incumbent reviews grant applications that are limited in functional scope and complexity in accordance with applicable guidelines and regulations. Assists with the planning, development, and review of grant funding requirements.

Participates in the analyses of applicable grant mechanisms to determine if costs are eligible. The incumbent must research numerous criteria, laws, rules, and regulations to assess proposed projects for compliance. Advises higher-level staff of concerns and issues and makes recommendations for corrective action, as needed. Prepares award notices for approval by higher-level staff and assists in ensuring that the awardee follows established administrative and financial policies, procedures, and practices. Reviews grant applications for clarity and completeness. Assists with activities related to monitoring grants, including receiving and reviewing various reports. Checks reports of expenditures to ensure compliance with applicable fiscal and administrative policies and regulations.

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This position coordinates the grants process (pre- and post-award) and conducts research and analysis, as follows:

#### **Grant Applications:**

- Review and process applications for funding; work with applicants to resolve deficiencies.
- Respond to questions regarding applications and provide guidance.
- Ensure that necessary reviews and clearances are accomplished.
- Prepare and convey notifications of funding decisions.
- Properly maintain application files.

#### **Grant Awards and Compliance:**

- Prepare and convey grant award documents.
- Communicate with recipients to ensure a good understanding of award terms and conditions, as well as expectations for performance and compliance.

- Receive and review periodic financial and progress reports.
- Monitor awards for compliance, quality assurance, and successful implementation.
- Review disbursement requests and close out awards upon completion.
- Properly maintain project files; prepare for and assist with audits of project records.

**Minimum Qualifications:**

- Bachelor's degree or higher, or equivalent combination of training and experience.
- Administrative skills, including grant writing, recordkeeping, grant management, outcome measurement, and quality assurance.
- Ability to develop and implement policies and procedures.
- Experience and knowledge in working with grant applicants.
- Ability to communicate effectively.

This position is grant funded, subject to the availability of grant funds, and open until filled. Offers of employment are contingent upon successful completion of criminal background check.

**To Apply:**

Send your resume and cover letter, in **.pdf** format, to [resume@georgiacourts.gov](mailto:resume@georgiacourts.gov). This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line must include **Grants Coordinator**

**Additional Information:**

The selected candidate will be required to pass a background investigation as a condition of employment. Items that may be examined in a background check include but are not limited to: criminal records, fingerprint records, education records, past employers, state licensing/certification records, and driving records.

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

Applicants who require accommodations for the interview process should contact [resume@georgiacourts.gov](mailto:resume@georgiacourts.gov) or call 404-463-0366. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.