



**Supreme Court of Georgia's Committee on Justice for Children  
Supported by the Judicial Council of Georgia's Administrative Office of the Courts**

**Job Posting  
Legal Project Manager**

**Recruitment Period:** Submit resumes by October 22, 2021

**Number of Positions:** One (1) position

**FLSA Status:** Exempt

**Salary:** \$55,000.00 - \$71,000.00

**Position Location:** Fulton County, GA

**Job Summary**

The GA CIP Director seeks a full-time Legal Project Manager to work for Supreme Court of Georgia's Committee on Justice for Children and the Court Improvement Program. This position requires the staff person to establish and maintain partnerships with court officials, program personnel, stakeholders, and external state and federal agencies to foster court improvement for civil child abuse and neglect cases (at a minimum). This position will require planning, developing, and implementing projects to support priorities of the federal Court Improvement Program as well as goals and strategies aligned with the Committee on Justice for Children. The staff person will be expected to travel throughout Georgia on a regular basis to maintain partnerships, manage work product, conduct trainings, and accomplish other work as defined by the grant and the J4C. Work is performed with minimal supervision by the GA CIP Director.

**Job Responsibilities and Performance Standards:**

- A. Requires knowledge about the Supreme Court Committee on Justice for Children
  1. Administratively supports advisory committee and chair in executing responsibilities under U.S. Department of Health and Human Services Court Improvement Project grants and other grants obtained toward the goals of improving the administration of justice for children.
  2. Administers program activities, builds partnerships with judges, attorneys, other professionals, and public, private, and nonprofit organizations to enhance grant program's success.
  3. Ensures programmatic and financial grant requirements are met; develops and monitors grant budgets; oversees grant reporting requirements.
  4. Maintains knowledge of current trends and developments in the child and family legal field by reading professional literature, participating in state and national professional organizations, and attending continuing education.
  5. Provides ongoing training and technical support to courts, attorneys, providers, and other stakeholders.
- B. Strategic Planning Support
  1. Project management of the Cold Case Project's attorney reviews of children in foster care for long

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- periods of time.
2. Project Management of Court Process Report System, a shared data system between the judicial and executive branch
  3. Communication—managing list serves, social media and YouTube content and coordinating with others, especially for the annual Hines Awards
  4. Takes on other duties as directed by the GA CIP Director and strategic plan.

### **Minimum Job Requirements:**

- Law Degree from an accredited law school
- Proficiency in English, with excellent oral, written communication, and presentation skills.
- Knowledge of the Georgia court system, in particular juvenile courts, and the criminal justice system
- Analytical abilities, diplomacy skills
- Ability to travel overnight, statewide, and regionally, as dictated by the functions of the position and the business needs of the agency
- Possession of a valid Georgia Driver's License and ability to operate a vehicle
- Knowledge of and experience with the following software: Microsoft Office Suite (Excel, Word, Outlook, and PowerPoint) and Adobe Acrobat

### **Preferred Qualifications**

- Two years of experience in public sector program management; or an equivalent combination of training and experience. Will consider a new graduate with law school interest and experience.

### **Technical Competencies**

- Knowledge of Committee mission, goals, responsibilities and organization.
- Knowledge of management principles and practices.
- Knowledge of court operations and processes.
- Ability to build and maintain effective teams and partnerships.
- Ability to identify future trends and issues impacting goals and objectives.
- Ability to set goals with defined milestones to prioritize time and resources and measure success.
- Ability to develop and monitor program budget.
- Ability to achieve continuous quality improvement in program processes.
- Ability to supervise employees, contractors, and interns to attain results and evaluate performance.
- Proficiency in Microsoft Office business applications suite.

### **To apply:**

Applicants must submit a resume to [resume@georgiacourts.gov](mailto:resume@georgiacourts.gov) by close of business October 22, 2021. This position is subject to close at any time once a satisfactory applicant pool has been established.

**Subject line must include: Legal Project Manager**

### **Additional Information:**

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Because of 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.

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