



Judicial Council of Georgia Administrative Office of the Courts

JOB ANNOUNCEMENT

Child Support Contract Attorney

Recruitment Period: Submit resume by January 14, 2022

Number of Positions: One (1) position

FLSA Status: Exempt

Salary: Commensurate with experience

Position Location: Fulton County, GA

Job Summary

The Administrative Office of the Court's Child Support Team seeks a part-time contract attorney to support the work of the Georgia Child Support Commission. This position requires the contract attorney to work closely with the three current staff members for the Child Support Commission and the position will be housed in the AOC's Communications, Children, Families, and the Courts Division. This position will report directly to that Division's Assistant Division Director, who also serves as the staff attorney for the Child Support Commission. The primary focus of this contract position will be to support the Commission's 2022 Economic Study which will require analyzing child support orders to check for compliance with Georgia's child support guidelines statute, O.C.G.A. 19-6-15. This position will also require analysis of appellate decisions to draft case law summaries. The contract attorney will be called upon to establish and maintain strong working relationships with AOC colleagues, Child Support Commission members, judges, court personnel, and staff at Georgia's Department of Human Services/Division of Child Support Services in order to foster the work of the Child Support Commission. The contract attorney will primarily work remotely but may be asked to attend a meeting in person, as needed. The position is anticipated to need 10 hours per week, but that may shift lower or higher week by week based on the needs of the Child Support Commission.

Job Responsibilities and Performance Standards:

- Analyze child support orders and organize analysis for inclusion in the Child Support Commission's 2022 Economic Study
- Analyze Georgia appellate decisions involving child support issues and draft case summaries
- Attend various child support meetings and draft summaries
- Other work for the Child Support Commission as directed by the Commission's Staff Attorney or the Executive Program Manager
- Must have extensive knowledge of child support terminology and the statutory definitions in Georgia's child support guidelines statute, O.C.G.A. 19-6-15
- Proficient in Excel
- Ability to make judgment calls with guidance, but minimal supervision
- Excellent written and oral communication skills
- Ability to speak with judges, court staff, colleagues, and the public about child support issues
- Self-starter with excellent time management skills.

The JC/Administrative Office of the Courts is an Equal Opportunity Employer

- Ability to meet deadlines by self-pacing

Minimum Job Requirements:

- Law Degree from an accredited law school
- Admitted to practice law in Georgia and in good standing with the State Bar of Georgia
- Proficient in English, with excellent oral and written communication skills
- Knowledge of the Georgia court system
- Strong legal analysis skills
- Proficient with the following software: Microsoft Office Suite (Excel, Word, Outlook, and PowerPoint)
- Five years of experience as a family law practitioner

To apply:

Applicants must submit a resume to resume@georgiacourts.gov by **January 14, 2022**. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line must include **Child Support Contract Attorney**

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 or call 404-463-0366. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.