



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

**Access to Justice Policy Analyst**

<b><u>Recruitment Period:</u></b>	Submit resume by June 24, 2022		
<b><u>Number of Positions:</u></b>	One (1) position	<b><u>FLSA Status:</u></b>	Exempt
<b><u>Salary:</u></b>	\$45,000 - \$55,000	<b><u>Position Location:</u></b>	Fulton County, GA

**Job Summary**

Will be under supervision of the Assistant Director of Communications, Children, Families and the Courts Division of the Judicial Council/Administrative Office of the Courts. This position will provide staff support to the Access to Justice Committee of the Judicial Council of Georgia (A2J) committee and goals. Good communications skills are essential.

**Job Responsibilities and Performance Standards:**

- Coordination of meetings
- Record restriction clinics
- Research and writing to advance the goals and work of the committee
- Presenting, teaching and mentoring may be necessary for the committee's success

**Minimum Qualifications:**

- Bachelor's degree from an accredited college or university
- Excellent legal research, writing, and presentation skills required
- Computer skills using Microsoft Office Suite
- Demonstrated commitment and knowledge of access to justice issues that arise in either criminal or civil cases
- Basic knowledge of research and statistics
- Creative problem-solving skills and persistence in the face of challenges

**Preferred Qualifications:**

- Civil and Criminal Legal experience preferred
- Ability to collaborate and build consensus among multiple stakeholders

**To apply:**

Applicants must submit a resume to [resume@georgiacourts.gov](mailto:resume@georgiacourts.gov) by close of business **June 24, 2022**. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line **MUST** include: **Access to Justice Policy Analyst**

**Additional Information:**

Applicant will agree to a criminal background check, verification of educational experience and provide, at least, four references at the time of interview. Preferably, one reference should provide evidence of the applicant's ability to conduct research and/or write papers and one reference should provide evidence of the applicant's demonstrated commitment to access to justice issues.

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

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 404-556-7516. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.

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