

STATE OF GEORGIA
SEVENTH JUDICIAL ADMINISTRATIVE DISTRICT

Position Announcement

District Court Administrator (DCA)

Starting Salary: \$96,921
Applications Accepted: Received by January 20, 2023

General Information: The Seventh Judicial Administrative District of Georgia, located in Northwest 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, alternative dispute resolution, and education and training development.
- Experience with grant management and finance.

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 14 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: Bob Nadekow, 8th District Court Administrator at bnadekow@eighthdistrict.org no later than 5:00 pm on January 20, 2023.