

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



## Legislative Intern

**Recruitment Period:** Submit resume **October 25, 2022 – until filled**

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

**Salary:** \$10/hour

**FLSA Status:**

**Position Location:** Fulton County, GA

### **Job Summary**

The Judicial Council/Administrative Office of the Courts (JC/AOC) is seeking an intern for the 2023 Legislative Session of the Georgia General Assembly (estimated January - April 2023). The intern will gain first-hand experience with the Georgia legislative process as they assist the Office of Governmental & Trial Court Liaison with monitoring and tracking legislation that affects the Judicial Branch of Georgia and writing reports for distribution to courts statewide. The intern will also be afforded the opportunity to learn about the work and operations of the JC/AOC and the Georgia Judiciary.

### **Job Responsibilities:**

- Attend (in-person or remotely), take notes of, and provide summary reports of committee meetings and legislative session as assigned
- Generate bill summary reports
- Assist with compilation, writing, and editing of weekly legislative reports and final Enacted Legislation Report
- Assist in tracking relevant legislation
- Other duties as required

### **Technical Competencies:**

- Basic knowledge of Georgia state government and legislative processes
- Flexibility regarding work schedules and duties
- Ability to work both in office and remotely with minimal supervision
- Strong writing and research skills
- Ability to work a maximum of 28 hours a week between the months of January and April
- Ability to quickly adapt to challenges and new requirements
- Ability to work in a team environment

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

### **Minimum Qualifications**

Currently a college Junior or Senior, or Graduate or Law Student. Position is also open to recent graduates.

### **Preferred Qualifications**

Prior experience working with the Georgia or US legislatures.

### **Additional Information:**

**Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.**

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**

Applicants who require accommodations for the interview process should contact [resume@georgiacourts.gov](mailto:resume@georgiacourts.gov) or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.

### **To apply:**

Please submit resume to [resume@georgiacourts.gov](mailto:resume@georgiacourts.gov) by close of business **November 8, 2022**

Subject line **MUST** include: **Legislative Intern**