



Judicial Council of Georgia Administrative Office of the Courts

JOB ANNOUNCEMENT

Policy Analyst

Recruitment Period: May 1 – May 12, 2023

Number of positions: One (1) position

FLSA Status: Exempt

Salary: \$52,381.12 – \$91,579.45

Position Location: Fulton County, GA

The Policy Analyst is a full-time position serving the Judicial Council/Administrative Office of the Courts (AOC) on a broad variety of policy, research, and liaison services related to the sound administration of the judicial branch in Georgia. In addition to providing administrative support to various judges' councils and Judicial Council/AOC committees, the Policy Analyst is responsible for complex policy-related activities and outreach for the Judicial Council/AOC and its client groups. The incumbent will perform a diverse range of operational, strategic, and project management activities requiring they effectively liaison with the Judicial Council officers and members, appellate court judges, trial court councils and judges, agency clients and partners, and other stakeholder organizations.

Job Responsibilities (including but not limited to):

- Serve as policy analyst and liaison on assigned issues and projects.
- Serve as liaison to judges' councils, as assigned, to provide policy and research support as directed.
- Work with agency staff, Council partners, and other stakeholders to serve the needs and goals of councils or committees as may be assigned.
- As required or assigned, coordinate and prepare and plan council and committee meetings including working with various chairs to draft agendas, notices, and meeting minutes.
- Identify and engage Judicial Council/AOC staff and other resources to satisfy the needs and interests of assigned councils, commissions, or committees.
- Draft and edit research memoranda, communications, and other documents to support judges' councils and the mission of the Judicial Council/AOC.
- Complete analysis of proposed and passed legislation as assigned, including bill summaries for annual Enacted Legislation Report.
- Serve as representative of the Judicial Council/AOC as well as an organizational resource in assigned areas.
- Manage designated staff or contractors, to include interns.
- Arrange and attend various councils' training conferences, meetings, presentations, or hearings as required or assigned.
- Perform job responsibilities on time and with minimal supervision.
- Perform other duties as may be required or assigned.

Technical Competencies:

- Ability to provide analysis of laws, legislation, rules, and policies.
- Ability to research relevant documents and facts.
- Ability to promote Judicial Council/AOC agenda through written and oral communications.
- Ability to express ideas in a logical, concise fashion (orally and written).
- Ability to plan and coordinate meetings regarding agency-specific issues.
- Ability to work effectively with the Judicial Council/AOC staff, judges, elected officials, clients, and stakeholders.
- Ability to exercise independent judgment and maintain discretion.
- Completion of assignments and duties in a timely and appropriate manner.
- Ability to travel overnight within Georgia for meetings, hearings, and other court related events.
- Must display a professional image, discretion, and a high level of ethical conduct.
- Knowledge of the state legislative process.

Minimum Training and Experience:

- Bachelor's degree from an accredited college in judicial, public, or business administration or related area of discipline and three years' experience related to the assignment; OR
- Five years of demonstrated and relevant work experience working with high-level, elected state or federal officials.
- Possession of a valid Georgia Driver's License and ability to operate an automobile. Ability to travel overnight, statewide and regionally, as dictated by the functions of the position and the business needs of the agency, with expenses paid on a reimbursement basis.

Preferred Qualifications:

- Master's degree from an accredited college in judicial, public, or business administration or related area of discipline; or Juris Doctor degree from an accredited law school.
- Judicial, executive, and/or legislative branch experience.
- Previous management level work within a state agency.
- Political acumen and good relationships within Georgia State Government.
- Court administration experience.

To Apply:

Send your resume, in .pdf format, to resume@georgiacourts.gov. Resumes submitted after 5:00PM (EST) on May 12, 2023 will not be considered.

Subject line must include "Policy Analyst"

Additional Information:

Being authorized to work in the U.S. is a precondition of employment. 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.