



## **ENOTAH JUDICIAL CIRCUIT SEEKING COURT ADMINISTRATOR**

### **General Information:**

The Enotah Judicial Circuit is located in the beautiful North Georgia mountains and is comprised of the following four counties: Lumpkin, Towns, Union, and White.

### **Nature of Work:**

Under the direction of the chief judge, the trial court administrator provides administrative service to the circuit. In addition, the trial court administrator may perform other related work as assigned by the chief judge and supervise nonjudicial staff of the superior court. The hours of work are those generally expected of professional positions, 8 a.m. to 5 p.m., Monday through Friday, or as otherwise defined by the chief judge, but no less than 40 hours per week. Travel requirements include frequent travel throughout the four counties in the circuit, with the home office located in Dahlonega.

### **Minimum Qualifications:**

- J.D. or Master's degree in public administration, public policy, or a closely related field preferred; Bachelor's degree in public administration, court administration, or a closely related field required;
- Three years of progressively responsible administrative and supervisory experience in public-sector management.

### **Essential Functions:**

- Directs executive and financial functions of the Superior Court, including budgeting, staffing, strategic planning, and the allocation of resources and court services.
- Manages assigned staff, including accountability court coordinators and staff, to include: establishing workloads, prioritizing work assignments, evaluating employee performance, developing, interpreting, and enforcing policies and procedures, resolving staff issues; including making hiring and termination decisions and administering disciplinary action as needed.
- Serves on a variety of internal and external committees and influences support for programs and ideas. Briefs Board of Commissioners on agenda items related to Superior Court.
- Oversees and administers state and federal grants to ensure compliance with grant requirements, including the ARPA grant and grants affiliated with the circuit's accountability courts.
- Negotiate contracts and manage purchasing procedures and inventory controls.

- Extensive knowledge of current management principles and practice, including but not limited to case-flow management, strategic planning, human resources management, budgeting and resource management, information technology management, and education and training development.
- Other duties as assigned by the judge.

### **Knowledge, Abilities, and Skills**

- Knowledge of the criminal and civil justice systems, courts, Georgia court rules and procedures, and legal terminology.
- Knowledge of administrative organization and management systems.
- Knowledge of modern personnel practices and procedures.
- Knowledge of modern budgeting practices and principles.
- Knowledge of records management.
- Knowledge of general office procedures, computer applications, and other office equipment.
- Skills in using tact, discretion, initiative, and independent judgment within established guidelines.
- Ability to communicate effectively, both verbally and in writing.
- Effective problem solving.
- Skills in work organization, logic, and analysis.
- Ability to maintain effective working relationships with judges, attorneys, court personnel, jurors, and the public.
- Ability to set and meet short- and long-range goals and objectives.
- Ability to solve practical problems while directing office operation, workflow, and workload performance.
- Ability to read, analyze, and interpret professional periodicals and journals, technical and legal procedures, and government regulations.

**Salary:** \$85,000, including state benefits.

**Deadline:** Please submit cover letter and resume with references to [gracemcgowan9thjad@gmail.com](mailto:gracemcgowan9thjad@gmail.com). Position is open until filled.