



**Judicial Qualifications Commission
State of Georgia**

HIRING ANNOUNCEMENT

The Judicial Qualifications Commission's ("JQC") Investigative Panel is currently accepting applications for the position of Staff Attorney to begin work in March 2024. Background information about the JQC is available at www.gajqc.gov.

Reports to: Director, Investigative Panel
Location: Atlanta, Georgia
Classification: Full-Time

Requirements and Preferences: Applicant must have a Juris Doctorate degree from an accredited law school and be a member of the State Bar of Georgia in good standing. Applicant must have a minimum of three years' experience as a practicing attorney; prior experience in civil or criminal litigation is preferred.

Duties:

- Reviewing complaints, drafting letters to complainants, and reporting on or providing summaries of complaints to the Director and/or Deputy Director.
- Conducting preliminary interviews with complainants and/or witnesses and maintaining communication with complainants pursuant to JQC Rules.
- Documenting interviews and communications with complainants and/or witnesses.
- Obtaining and reviewing additional/supporting documentation related to complaints, including, but not limited to court records, transcripts, and audio or video recordings.
- Conducting legal research related to Director's Opinions, and drafting Director's Opinions for judges or other requesting parties pursuant to JQC Rules.
- Preparing complaint summaries and/or memoranda for review by the Director and/or Investigative Panel.
- Conducting legal research for, and responding to, Georgia's Open Records Act requests.
- Performing all other duties as assigned by the Director or Investigative Panel.

Qualifications to Perform Essential Functions of Position:

- Excellent writing, legal research, and analytical skills.
- Knowledge of Georgia's judicial branch and its various classes of courts.
- Ability to manage a high-volume workload, meet deadlines, and communicate effectively with the Director, other JQC Staff, and the Investigative Panel.
- Ability to maintain confidentiality pursuant to JQC Rules.
- Proficiency in Microsoft Office 365, Adobe Suite, and Lexis Advance.
- Familiarity with cloud-based data systems, e.g. Microsoft OneDrive.

Salary: Salary is commensurate with experience and includes state employee benefits.

Travel: Occasional in-state travel required.

Remote Work: This position requires in-office presence, with the possibility of occasional teleworking at the discretion of the Director.

Application Procedure: To apply, send an email to admin@gajqc.gov with the subject line: Staff Attorney Position. Please attach the following materials to the e-mail as separate PDF files: (1) cover letter; (2) resume; (3) a writing sample (not heavily edited by others); and (4) a list of three references. JQC Staff will contact select applicants to schedule interviews.

Applications will be considered, and interviews will be scheduled as warranted until the position is filled.